



## How to Submit an ACBIS Renewal Application

### ACBIS Certification Program Portal Renewal Instructions

The new ACBIS Certification Program Platform is a testing platform through YouTestMe (YTM). You will see that terminology has changed using words like “**test**” and “**pass**” rather than “application” and “approve.” The renewal application is technically considered a “test” within the platform, however, it only requires pertinent information to maintain your certification, such as CEs and payment information.

You will also see a note within the portal that says, “**Pass the test to complete the training!**” **Disregard this!** There are a few things that we do not have control over and we are unable to remove this. It does not apply to the renewal and will not affect it.

You will see that you are **75% complete**. This is because you have already completed the original ACBIS application, employment verification, and passed the ACBIS exam. You’ll always be completing the remaining 25% of the course – the renewal step.

You will see that your status says, “**Student.**” You have to be a “student” to gain access to all ACBIS programs within the portal.

Throughout the renewal, there is a “**Continue Later**” button in the upper left corner. You are welcome to click this to save your information and continue your renewal at a later time. Please **logout** afterwards. Your renewal may freeze and not let you move forward without logging out of the platform.

When you finish your renewal, you no longer will receive an automated email stating you submitted your renewal. Instead, you will see a status of “**Submission Received.**”

Once an ACBIS team member approves your renewal and your updated certificate is available, you will receive an automated email from [ytmssystemreporting@gmail.com](mailto:ytmssystemreporting@gmail.com) that states, “**Your results of the "CBIS Renewal" or "CBIST Renewal" are now available.** There will be a link to access the portal in the email. All updated certificates are found in the **My Certificates** tab. You will also see an historical certificate that includes your original certification date (the date you passed the ACBIS exam) to 2021.

ACBIS was unable to retain certification numbers in the new platform. Instead, on your updated certificates, you will receive a **Unique ID Number** that is unique to you and your certification. This number will change as you renew every year. This is how ACBIS identifies your certification.

**Password Reset:** You are able to reset your password by clicking on the Information Tab and Password Settings.

**Email Update:** You can update your email address by clicking on the Information Tab and Account Information.

If for any reason you are unable to continue to access the renewal, please email ACBIS at [acb@biausa.org](mailto:acb@biausa.org). Please use the following screen shots in the following pages to assist you when completing the renewal form within the new platform.

## Step 1:

**Payment Information:** If you haven't already made your payment, please do so using this link, <https://shop.biausa.org/products/ACBISRN/acbisannualrenewal>. If you already made your payment, be sure to have your confirmation/order ID number ready as you will need it for the payment cell on the renewal.

## Step 2: Submitting the CBIS or CBIST Renewal (CEs):

1. Login to the [ACBIS Certification Program Portal](#).
2. Click on My Assignments
3. Click on the tab titled My Training Courses
4. To continue to the renewal, select your respective certification program, i.e. Certified Brain Injury Specialist (CBIS) Certification or Certified Brain Injury Specialist Trainer (CBIST) Certification. Click on the blue **Continue button**. You will automatically be in the renewal step.
5. If this is your first time renewing, you will click on the first blue **Start button**.
6. If you have previously renewed in the platform, you will click on the **Reset button**, click **YES** to the pop-up, and then click the first blue **Start button**.
7. An Instructions pop-up will appear. **Check the box** in the lower left corner and then click the blue **Start button**.
8. Update your personal profile information. We only need your first and last name, home address and phone number, and your job title. We do not require your date of birth or gender. Simply skip over those. If you wish for credentials to appear on your certificate, please add them to end of your last name in the Last Name cell. Once done, click on **Save and Continue** or Continue Without Changes button.
9. Next, you will have 16 questions (17 for CBISTs) to complete specific to your employment information, CEs, and payment information. If you are unable to complete your renewal once you've opened it, you may click on the **Continue Later** button found in the upper left corner of the page. This will allow you to save your information and return to the renewal later. **Be sure to logout of the platform afterwards.**
10. As you answer questions, the numbers on the right side of the page turn blue. This is how you know your questions are being answered and saved.
11. Question 14 is an essay box where you will type in your CEs (#15 for CBISTs is an essay box for training hours). An example of what's needed is provided on the renewal. You have the option to either list your CE information like the example provided, upload CEs from a Word or Excel document, or upload your actual CE documentation. To do so, click on the Upload File button. The upload option only allows for ONE document. All documentation will need to be on one document.

CE documentation is not required at the time of renewal, however, ACBIS encourages the upload of CE documentation. ACBIS completes random audits, thus it is advised to maintain CE documentation for at least three years.

**Click on the Save icon** after answering the essay question, #14 (and #15 for CBISTs).

12. When all questions are answered, click on the red **Finish and Submit button** found at the top right of the page.
13. You will see a Finish Test Box appear asking if you want to finish the test. If you select “No,” you may return to the renewal as needed. If you select “Yes,” your answers will be submitted to the ACBIS administration team for review. You may logout at this time.
14. It can take up to a week for your submission to be reviewed. Once approved, you will receive an automated email stating “The results of your CBIS (or CBIST) renewal are available.” You can access your certificate by logging in to the [ACBIS Certification Program Portal](#).
  - a. If approved, your status will say Completed and you can access your updated and most recent certificate in the **My Certificates tab**. You may need to click on My Assignments first. Certificates can be saved, downloaded and printed by clicking on the download icon under the Actions column.
  - b. If denied/failed, you will receive an email stating modifications are needed. You can make corrections by clicking into your respective certification course. Click on the “Modify” button. Feedback about the denial/failed status will be provided at this step.