Note: The ACBIS Certification portal uses the term "test" and assigns scores for every form, whether it is an application or the certification examination. You may be surprised to learn that you have *passed* an application after it has been reviewed!

Most of the questions appear as open-ended questions; there are several, however, that require choosing from a list (e.g., the type of facility in which you work and your professional discipline) and a couple of questions that have essay-type boxes. For the latter, click on the file-save icon in the upper right hand corner of the essay box when the answer is completed. Some questions require the uploading of files (see below); in both of these cases, the lower right hand side of the answer box has a link titled "Upload file." That link will open your computer's file directory so you can choose the appropriate file to upload – and then hit save again.

1. Create an account the ACBIS Certification Portal. This will become your individual certification dashboard.
    a. Enter your first and last names.
    b. Enter all required fields. Make sure the email address is entered correctly, because all further communication from the platform will be sent to that address.
    c. Retype the security code you see.
    d. Click on the blue "Register" button.

2. After you receive a confirmation email that you have created a new user profile on the YouTestMe platform, make a note of the password provided so that you may change it to a password you wish to use.

3. You will notice **the home page menu** labeled as **"Assignments"** and lists **ACBIS Certifications** offerings. Please **select start** on the certification you are pursuing**.** You will be directed to the respective certification page, which lists **the steps to becoming certified** – the initial application, exam preparation, and examination, followed by the annual renewal (if applicable).

4. Start on the (PCBIS, CBIS, or CBIST) Application. Read the information provided in full and confirm your agreement to be bound by ACBIS policies and procedures by clicking on the checkbox below the instructions and then clicking the blue "Start" box. An Instructions pop-up will appear.

5. Update your profile information. Answer every question and click on the blue "**Save and continue**" button. If no information needs to be updated, click on the "**Continue Without Changes**" button.

6. Complete the application.
    a. Answer all questions. As questions are answered, the progress bar on the right hand side changes, as does the chart of answered and unanswered questions.
    b. Provide the **Employment Verification Form** to a qualified verifier.
        i. Self-verification is not allowed. In a position of self-employment, an applicant's eligibility must be verified by a professional colleague or supervising board member.
    c. Upload or type your **resume/CV**. Word or PDF format are accepted formats.
    d. Indicate your method of payment of the application fee.
        i. To pay online by credit card, click here.
        ii. To pay by check, include this accompanying form.

7. When you have finished filling out the application form, click the red "**Finish and submit**" button in the upper-right corner. You will be asked to confirm that you are finished. If you select "No," you may return to the form as needed; if you select "Yes," your answers will be submitted to the ACBIS administration team.

8. Once the application is complete (form, payment, resume/CV, and employment verification), your file will be reviewed. You will receive an automated email when the status of your application is available. You can view your status in by logging in to the ACBIS Certification Program Portal.

    a. If approved/passed, you will be able to sit for the online examination in the next step(s) of your respective certification program course.
    b. If denied/failed, you will receive an email stating modifications are needed. You can make corrections by clicking into your respective certificate course. Click on the "**Modify**" button. Feedback about the denial/failed status will be provided at this step.

Technical Support

Regular Technical Support hours are between **8:45 AM – 5:15 PM EST, Monday-Friday**. If you experience technical issues after hours, you may contact ACBIS staff via voicemail or email. A staff representative will contact you the next business day during support hours.

·   **Email: applications@biausa.org**
·   **Telephone: (703)-761-0750 +636**