



How to Submit a Brain Injury Fundamentals Form

ACBIS uses a web-based platform through YouTestMe GetCertified. In the portal, you will see terminology such as “assignment”, “test” and “pass/fail” for all applications, forms, quizzes, or examinations.

Your user status will show as “Student” – this does not refer to your occupation or role within the ACBIS Program – but represents your level of user access rights when it comes to enrolling in our different certification programs (labeled as courses) and completing assignments (i.e. applications, renewals).

Few things to note when completing an application or form:

There are multiple ways to move through individual forms on this platform:

1. Use the up/down arrows if you click outside the answer field; and
2. Use a narrow scroll bar on the far right of the screen.

**Please refrain from clicking tab to move to the next answer field.*

For many of the applications, there is an option to click “Continue Later” which will save your responses for when you return to your respective application.

For essay-type questions, you will need to 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; in 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. Click save again when you have uploaded the file.

When a form is properly submitted, you will see an hourglass icon stating “Waiting for report.” Once your form is reviewed by ACBIS, you will receive an automated email stating that your results are available.

You should not complete the Brain Injury Fundamentals Form until after attending the course and passing the post-training online quiz. Your certificate of completion will be issued after the form has been submitted.

Instructions:

1. Create an account at the [ACBIS Certification Program Portal](#). This will become your individual dashboard.
 - a. Enter your first and last names.
 - b. Enter your email address. 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 be directed to a screen that says “My assignments.” Select Brain Injury Fundamentals Training & Certificate. You may need to click to the next page to locate your respective program.
4. You will be directed to a screen listing the steps of the program course. Click on Brain Injury Fundamentals Form. Read through the Description tab and click on the Test tab when ready to complete the form.
5. Click on the blue “Start” button. An Instructions pop-up will appear. 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.
6. 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.
7. Complete the form.
 - 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. Indicate your method of payment of the certificate fee. Retrieve the order confirmation number from your organization or trainer if it was paid on your behalf.
8. When you have finished filling out the form, click the red “Finish test” button in the upper right. 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.
9. You will receive an automated email when the status of your form and certificate is available. You can view your status by logging into the [ACBIS Certification Program Portal](#).