Important Terminology to Help You Understand the New Platform Before Starting Your Renewal:

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/fail"** 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 confirmation information.

Once in the renewal page, you will 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.

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 **"Failed"** and "**Waiting for Report."** You will also see that you are **75% complete**. This means that ACBIS needs to process your renewal and you have done everything correctly. Your status will always say 75% completed because you finished the original ACBIS application, employment verification, and passed the ACBIS exam. You'll always be finishing 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.

Once an ACBIS team member approves your renewal and your updated certificate is available, you will receive an automated email 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 or 2022. The platform only houses all future certificates, which is why we wanted to provide one historical certificate.

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.

If for any reason you are unable to continue to access the renewal, please email Tiffany at tepley@biusa.org.

Always feel free to reach out to an ACBIS team member for assistance.

Payment Information: Before you get started with your renewal, if you need to make your payment, please do so using this link, **https://shop.biausa.org/products/ACBISRN/acbisannualrenewal.** This will open up a new tab. Once you make your payment, come back to the platform and complete your renewal. If you already made your payment, be sure to have your confirmation ready as you will need it for the payment cell on the renewal.

Instructions:

1. Login to the ACBIS Certification Program Portal. You may reset your password if you are having troubles logging in. To change your password, click on My Assignments, click on Information, and then click on Password Settings. Click on the blue "Change Password" button. Update your password and click on the blue "Save" button.

2. To change or update your email address, click on Account Information, also found under the Information tab, to view and change your email address. If you ever need to update your email address, this is where you will do so.

3. To continue to the renewal, click on "My assignments." Select your respective certification program, i.e. Certified Brain Injury Specialist (CBIS) Certification or Certified Brain Injury Specialist Trainer (CBIST) Certification. Click on Continue to the right of the course name. You will be directed to the renewal page listing the steps of becoming certified – the initial application, exam preparation, and examination, followed by the **annual renewal**.

4. To start the renewal form, click on the blue "Book" button and the click on "Start". 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.

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. Next, you will have 16 questions 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 your renewal later. Be sure to logout of the platform afterwards.

7. Complete the first twelve questions employment information. 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 correctly.

8. Complete the next two questions about CEs. You will check the types of CEs you completed and then use the essay box to list your CEs in detail. An example of what's needed is provided on the renewal. If you're interested in uploading CE information, you have the opportunity to use the Upload button rather than list out your CEs in the essay box. Please make note that the upload button only allows for one document to be uploaded.

9. After listing your CEs, click on the Save icon (looks like a floppy disk) found in the upper right corner of the CE essay box. This will save your CE information and turn question 14 blue.

10. Complete the two remaining questions about payment confirmation (date and order ID confirmation number or check number).

11. Lastly, click on Finish Test found at the top of the page.

12. 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.

13. To confirm your renewal submitted, your status will say Failed and Waiting for Report or Finished. This means the ACBIS team needs to process your renewal.

14. Once approved, you will receive an automated email stating "The results of your CBIS (or CBIST) renewal are available." You can view your status and access your certificate by logging in to the [ACBIS Certification Program Portal](#).

    a. If approved, your status will say "passed," and you can access your updated and most recent certificate in the My Certificates tab. You may need to click on My Assignments to see the My Certificates tab to the left of your page. Certificates can be downloaded and printed by clicking on the download icon under the Actions title.
    b. If denied/failed, you will receive an email stating modifications are needed. You can make corrections by clicking into your respective certification course and then the Renewal step. Click on the "Modify" button. Feedback about the denial/failed status will be provided at this step.