

## ACBIS Certification Program Portal Renewal Instructions

### **Important Notes Before Starting to Help You Understand The New Platform:**

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 also 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 [ytmsystemreporting@gmail.com](mailto:ytmsystemreporting@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. 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.

**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 [acbis@biausa.org](mailto:acbis@biausa.org). Please use the following screen shots in the following pages to assist you when completing the renewal form within the new platform.

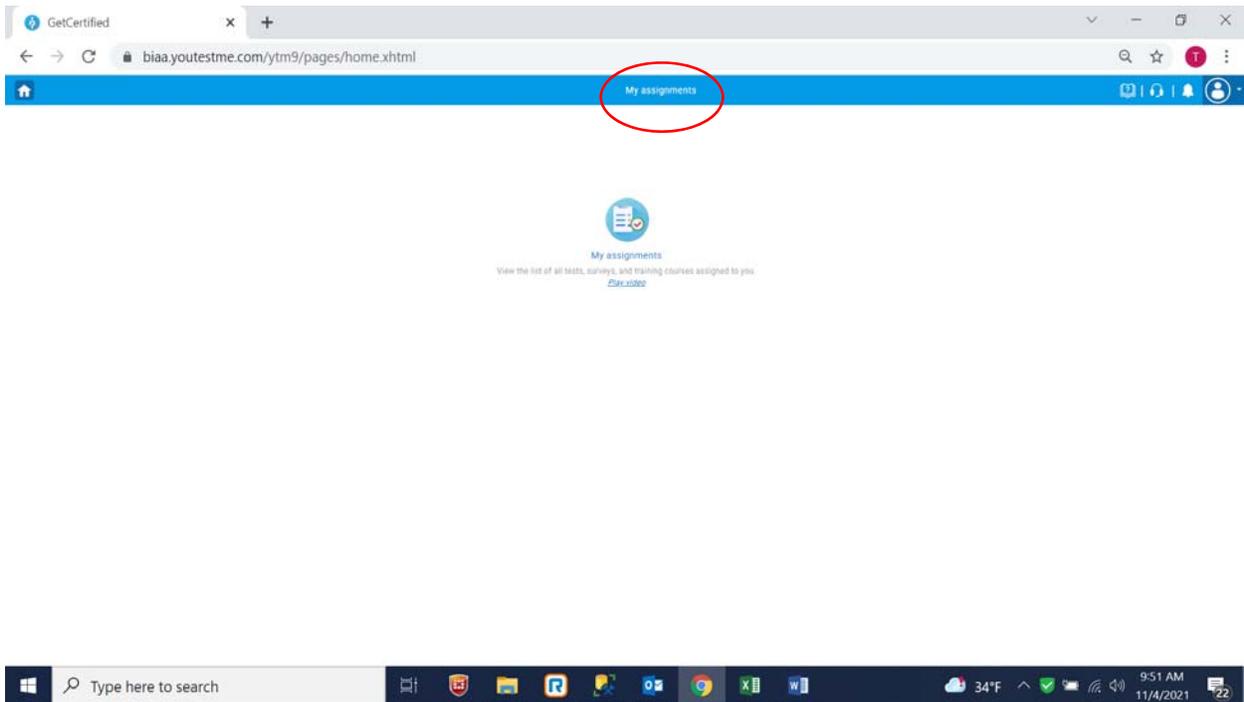
**Step 1: If you haven't already paid, please submit your renewal fee using this link, <https://shop.biausa.org/products/ACBISRN/acbisannualrenewal>. Jot down the Order ID/Invoice Number you receive as confirmation as you will need it for the payment section of the renewal. If you are paying by check, you will enter your check number into the payment section.**

**Step 2: Follow the below instructions to submit your renewal in the platform:**

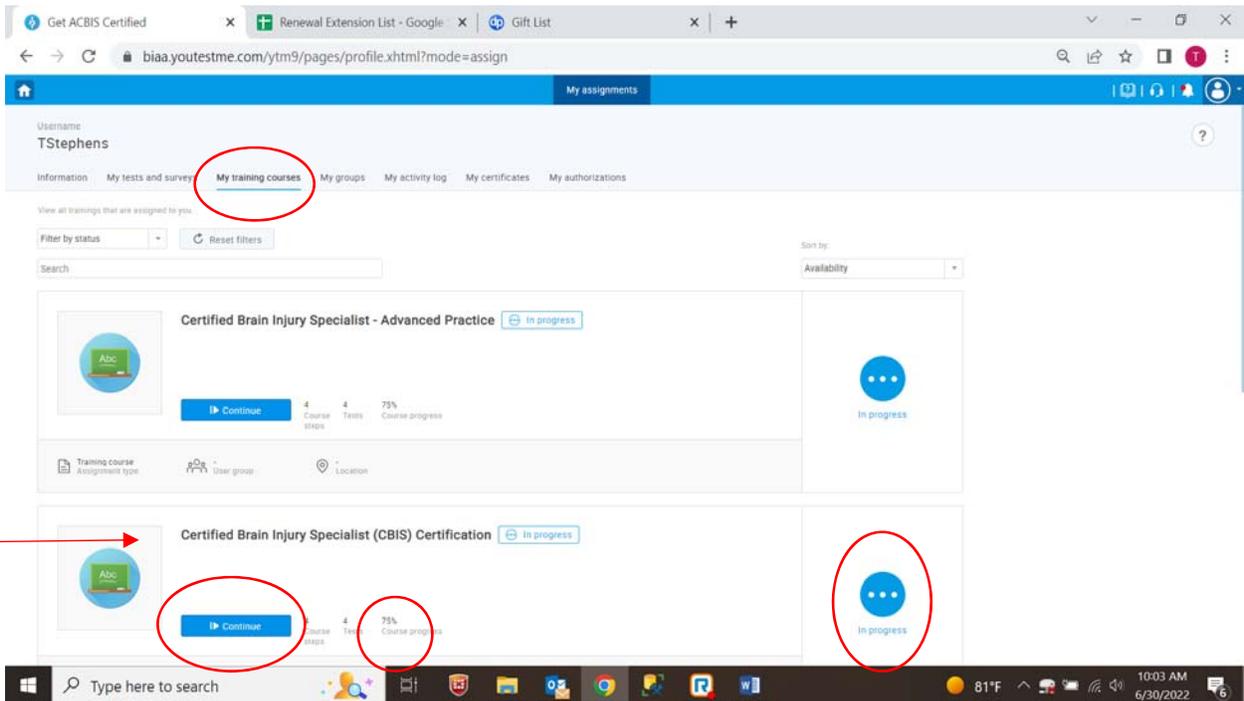
Login to the portal.

The screenshot shows a web browser window with the address bar containing "biaa.youtestme.com/ytm9/login.xhtml". The page content includes the ACBIS logo (Academy of Certified Brain Injury Specialists) and a login form with fields for "Username" and "Password", a "Forgot your password?" link, and a "Sign In" button. A "Welcome to the ACBIS Portal!" message is displayed, followed by a list of links for navigation and a footer with "Language" and "Contact Support" options.

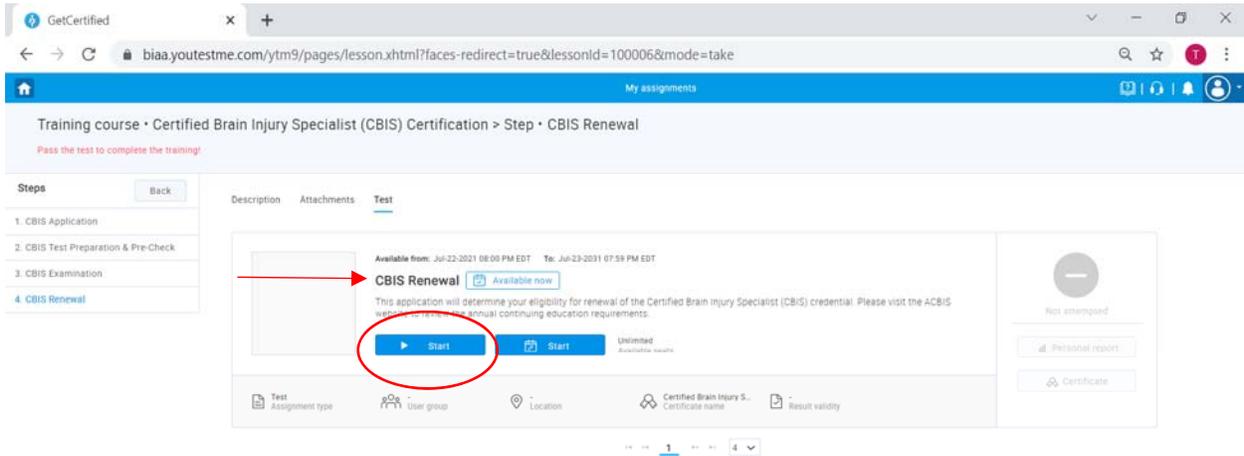
Click on **My Assignments**.



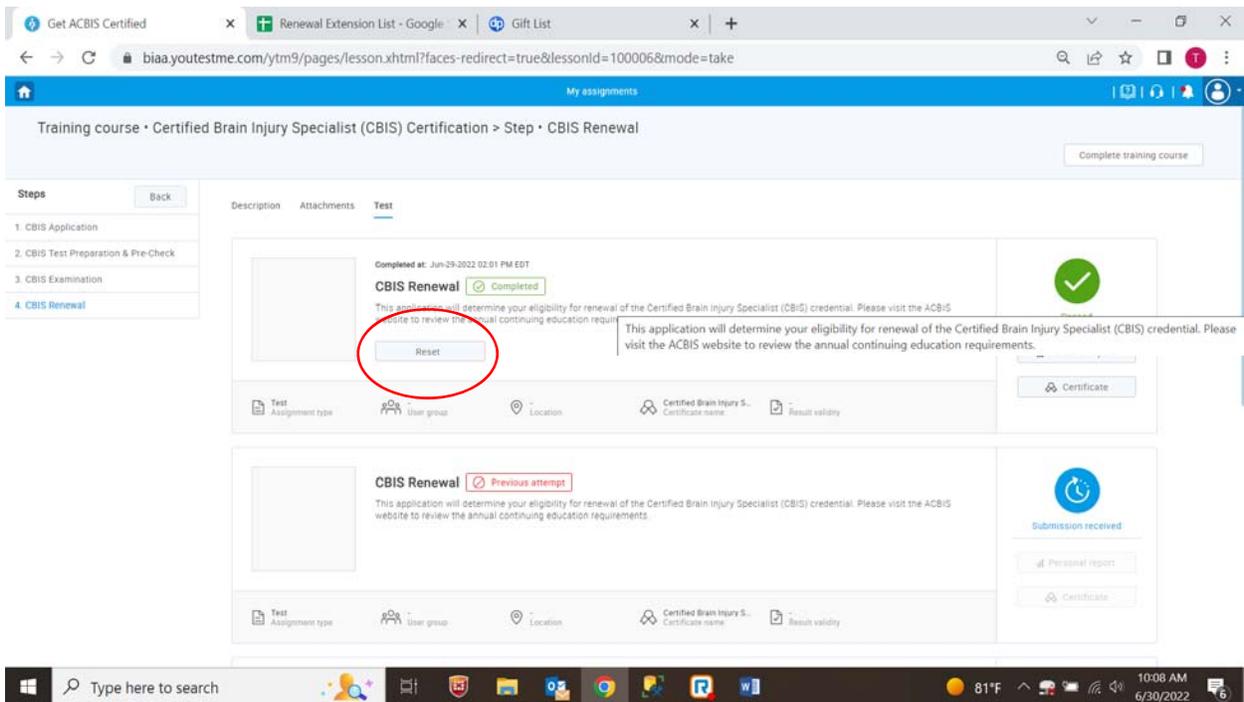
Click on the tab titled **My Training Courses**. Look for your certification Certified Brain Injury Specialist or Certified Brain Injury Specialist Trainer and click the blue **Continue** button. The status will say In Progress and 75% complete.



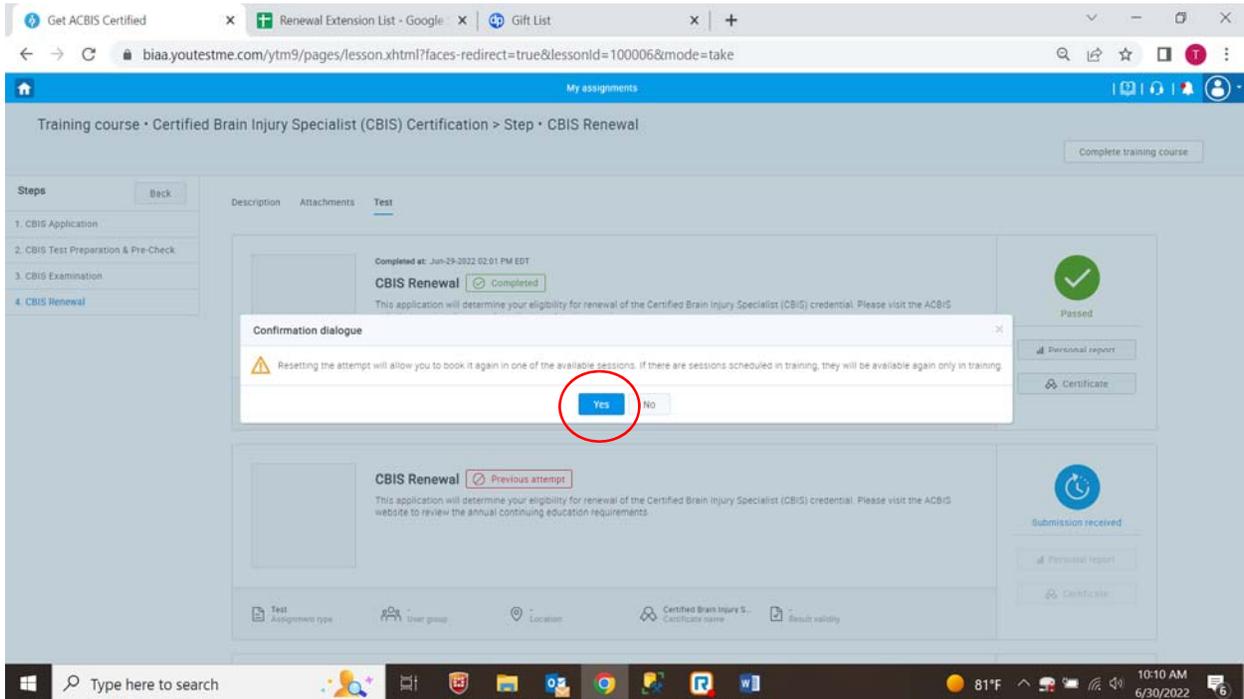
You will be brought to the CBIS Renewal page. If you are renewing for the first time in the platform, you will see a blue **Start** button. Click the first blue Start button.



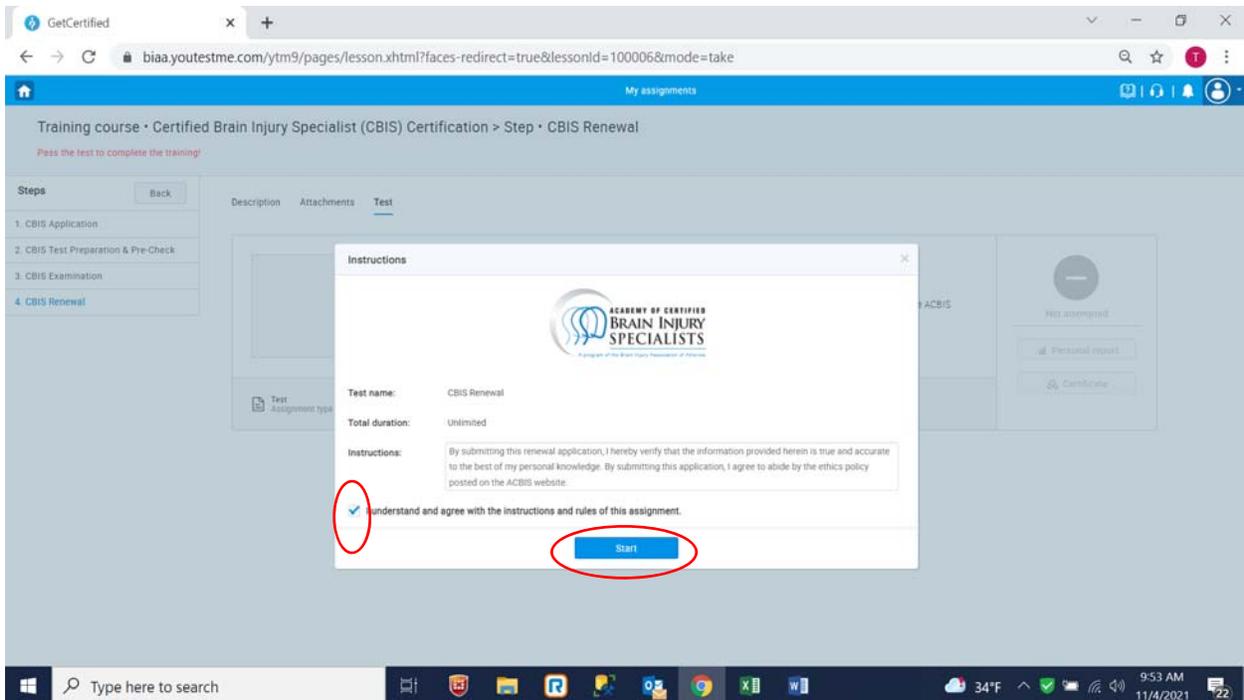
If you are renewing for the second or more time in the platform, you will see a **Reset** button. Click the Reset button.



After clicking the Reset button, a pop-up box will appear. Click **YES** to the pop-up. Next, click the first blue **Start** button as shown in the image above.



Check the box that says you understand and agree to the instructions and click **Start**.



Update your Profile Information. It is required to enter your mailing address. If you wish for your credentials to appear on your certificate, be sure to add them after your Last Name. Ex., Smith, PT, CBIS. Click Save and Continue at the bottom of the page.

Update your profile information

First name: Tiffany

Middle name:

Last name (add credentials if applicable): Epley, CBIS

Employee ID: -

Date of birth (please leave blank): Jan-31-1977

Gender:

Phone number: 222-22-2222

Affiliation:

Street address: 23 Home Address

City:

State/Province: VA

Country: US

Zip-code: 22180

Organization: BIAA

Education: Bachelors

Credentials:

Answer the renewal questions. There's one question per page. Click on **Next Question** to move to the next page. If at any time you need to finish later, click on the **Save and Continue Later** button and then **logout** of the platform. This will save your information and you can access it where you left off later.

CBIS Renewal

Save and continue later

Finish and submit

Progress bar 1/16

Questions

CBIS Renewal

All questions (16) Review list (0)

1 2 3 4 5 6 7 8

9 10 11 12 13 14 15 16

Not answered Answered

Please choose your professional discipline:

Select all that apply

- Occupational therapy
- Physical therapy
- Speech and language pathology
- Recreational therapy
- Music therapy
- Nursing
- Social work
- Case management
- Vocational counseling
- Family or individual counseling
- Neurology
- Physiatry
- Neuropsychology or psychology

Logout

As you answer the questions, the numbers on the right will turn blue.

**#14 (and #15 for CBISTs):** You have the **option** to either list your CE information like the example provided OR you may upload a document (Word or Excel) if you have already saved your CEs on your device by clicking the Upload File button. The upload option only allows for ONE document. You do not need to do both. Either list your CEs or upload a document.

CE documentation is encouraged, but not required at the time of renewal. You may use the upload button to attach your CE documentation rather than listing it out. The upload option only allows for ONE document. For auditing purposes, you should hold on to CE documentation for at least three years in case you were to be randomly audited.

**Click on the Save icon** after answering the essay question, #14 (and #15 for CBISTs). When you're done answering all questions, scroll up to the top to click the red **Finish Test** button.

The screenshot shows a web browser window with the URL `biaa.youtestme.com/ytm9/pages/take_quiz.xhtml?faces-redirect=true&quizInstanceId=126173&quizType=quiz&lessonId=100006`. The page displays a quiz question with a text input area and a list of example CE entries. The interface includes a progress bar (1/16), a questions grid (1-16), and buttons for 'Finish and submit', 'Save icon', 'Upload file', 'Previous question', and 'Next question'. Annotations with red boxes and arrows point to these elements:

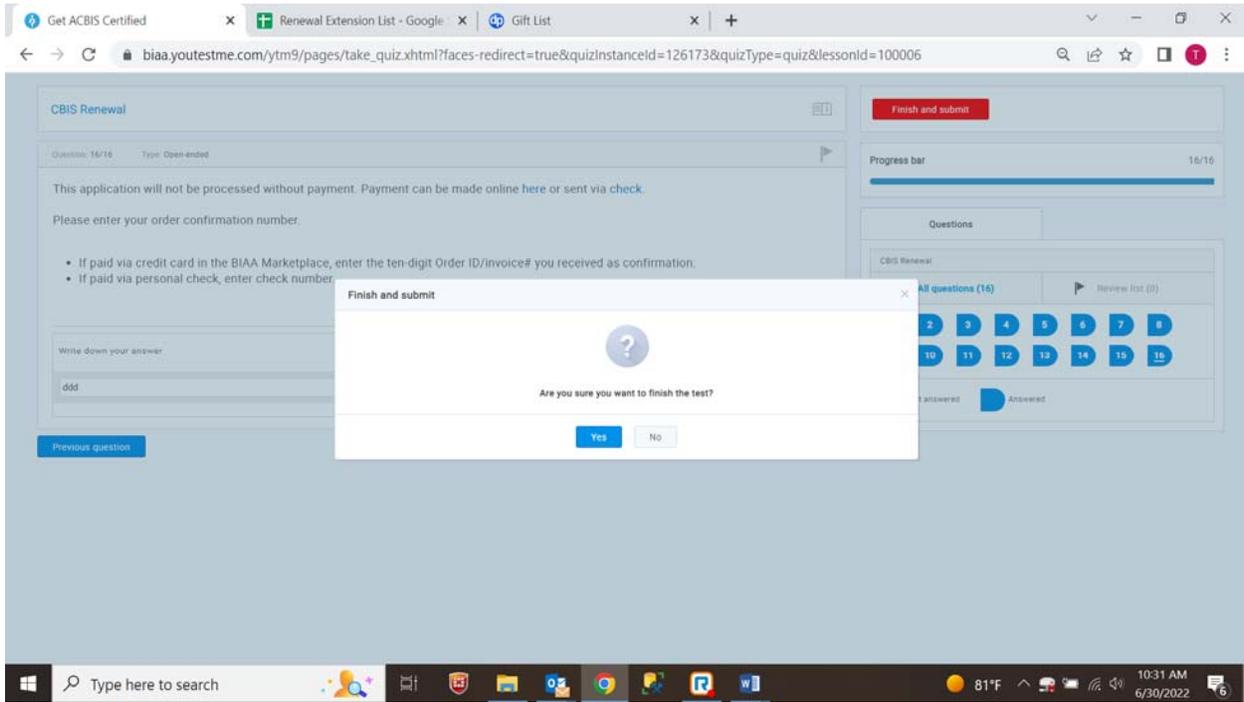
- CE Example:** Points to the list of example CE entries.
- Save icon:** Points to the save icon in the text editor toolbar.
- Upload option:** Points to the 'Upload file' button.
- Finish and submit:** Points to the red button at the top right.
- To submit renewal:** A text box pointing to the 'Finish and submit' button.

The example CE entries are:

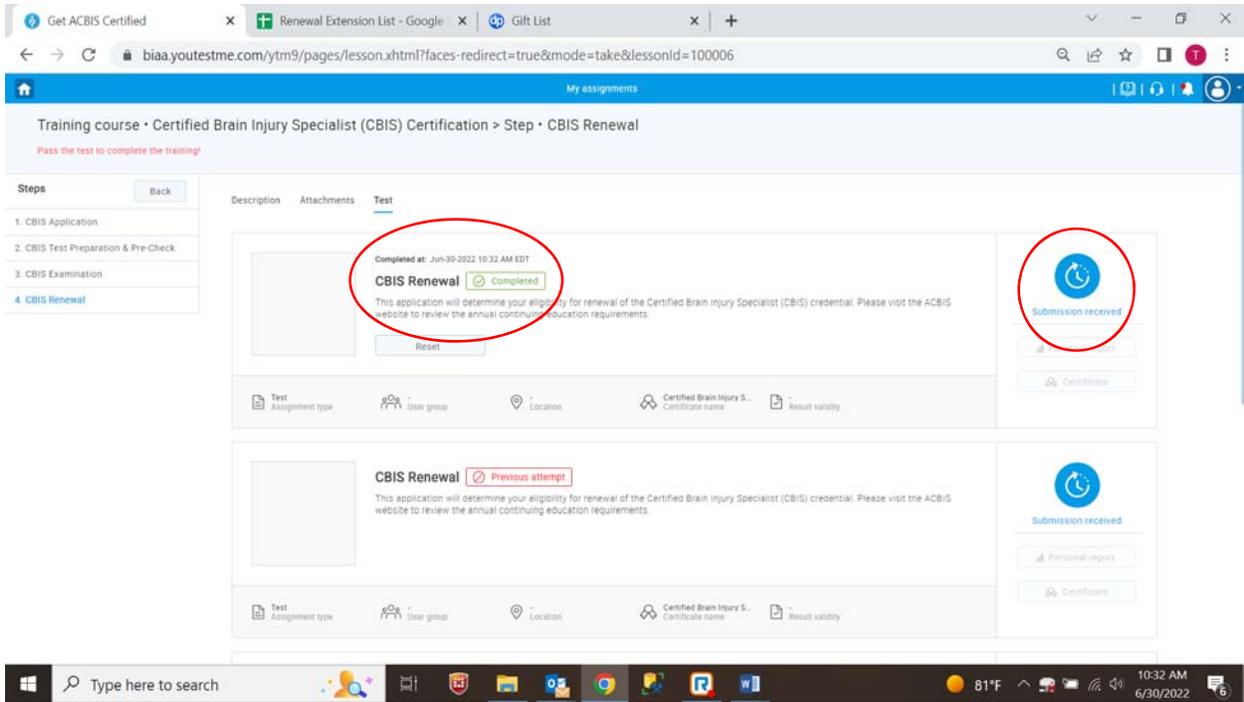
- 10/13-10/14/2020; 4 CEs, Conference, BIAA-Maine Annual Conference on Defining Moments in Brain Injury, Attended workshops on [...]. BIAA-Maine.
- 02/24/2021; 1 CE, Webinar, Use of Applied Behavior Analysis in Brain Injury Treatment - Function-Based Treatment and Outcomes; Review of brain injury treatment from an applied behavior analytic perspective with an emphasis on neurorehabilitation program compliance and participation, BIAA.

**Continued on next page**

A pop-up box will appear. To submit the renewal, click **YES** to the pop up.



As confirmation, your status will say **Submission Received** and Completed with the date that you submitted the renewal.



Once approved, you will receive an automated email from [ytmssystemreporting@gmail.com](mailto:ytmssystemreporting@gmail.com), however, you can check the status of your submission and for your certificate at any time by logging into the portal and click on the **My Certificates tab**.

## Accessing Your Updated Certificate

After your CEs have been approved and you receive the automated email from [ytmssystemreporting@gmail.com](mailto:ytmssystemreporting@gmail.com), you can login to the platform to access your certificate in the My Certificates tab.

1. Login to the ACBIS Platform, <https://biaa.youtestme.com/ytm9/>.
2. Click on My Certificates
3. Click on the download icon under Actions and then click on the PDF that appears on the bottom of the page.
4. Once the certificate is open, you can save or print it directly from this page by clicking on the Save or Print icon.

ID	Name	Description	Valid from	Valid to	Actions
100890	Certified Brain Injury Specialist		Aug-31-2015 08:00 PM EDT	Sep-01-2021 07:59 PM EDT	↓
104732	Certified Brain Injury Specialist		Aug-31-2021 08:00 PM EDT	Sep-01-2022 07:59 PM EDT	↓
105080	Certified Brain Injury Specialist		Aug-31-2021 08:00 PM EDT	Sep-01-2022 07:59 PM EDT	↓
105081	Certified Brain Injury Specialist Trainee		Jul-23-2021 10:59 AM EDT	Jul-23-2022 07:59 PM EDT	↓
112750	Certified Brain Injury Specialist Trainee		Dec-09-2021 07:00 PM EST	Dec-10-2022 06:59 PM EST	↓
113505	Certified Brain Injury Specialist Trainee		Feb-03-2022 02:08 PM EST		↓
114740	Certified Brain Injury Specialist Retiree		Apr-01-2022 10:17 AM EDT		↓
116618	Certified Brain Injury Specialist		Aug-31-2022 08:00 PM EDT	Sep-01-2023 07:59 PM EDT	↓

certificate\_100890....pdf

Type here to search

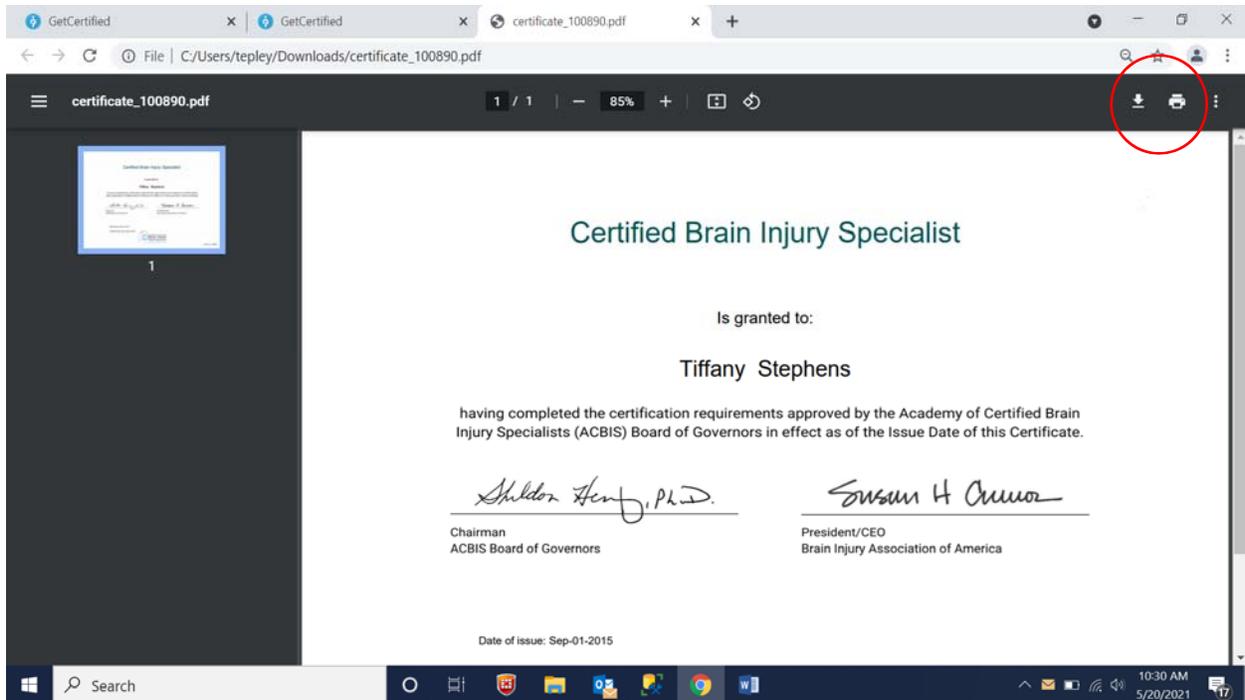
81°F

10:37 AM 6/30/2022

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**Certified Brain Injury Specialist**

Is granted to:

**Tiffany Stephens**

having completed the certification requirements approved by the Academy of Certified Brain Injury Specialists (ACBIS) Board of Governors in effect as of the Issue Date of this Certificate.

*Sheldon Henry, Ph.D.*  
Chairman  
ACBIS Board of Governors

*Susan H Connor*  
President/CEO  
Brain Injury Association of America

Date of issue: Sep-01-2015

10:30 AM 5/20/2021

Last Updated 6/30/2022