

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 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. 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 Tiffany at tepley@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.

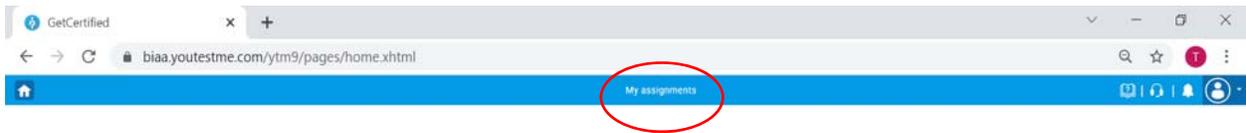
Step 2: Follow the below instructions to submit your renewal in the platform:

Login to the portal.

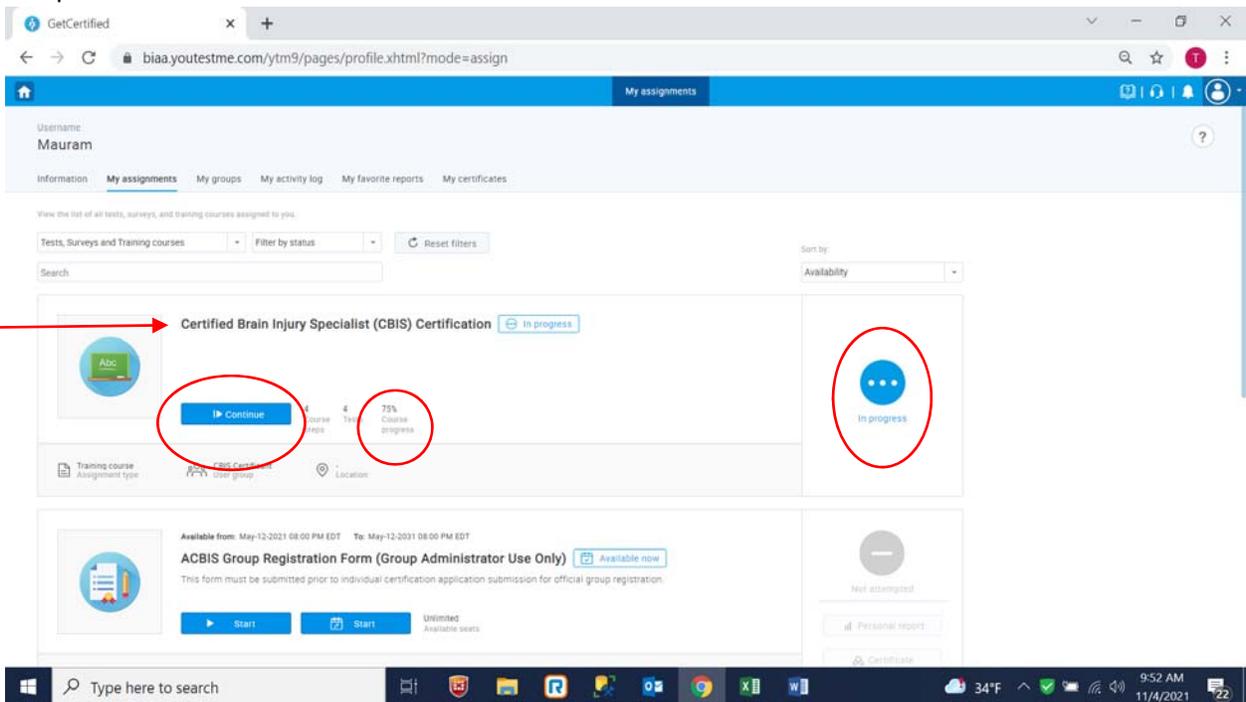
The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** Login | biaa.youtestme.com/ytm9/login.xhtml
- Page Header:** ACBIS logo (Academy of Certified Brain Injury Specialists) and the text "A branch of the Brain Injury Association of America".
- Login Form:** Fields for "Username" and "Password", a "Forgot your password?" link, and a "Create account" link. A blue "Sign In" button is located to the right of the password field.
- Welcome Message:** "Welcome to the ACBIS Portal!" followed by a paragraph: "This portal web-based application is designed to provide you access to all the necessary forms and tests that may be needed to acquire an ACBIS certificate or certification."
- Navigation Links:**
 - [Click here for how to navigate through the portal and apply for an ACBIS \(P/CBIS/T\) certification.](#)
 - [Click here for how to navigate through the portal and complete an ACBIS \(CBIS/T\) certification renewal.](#)
 - [Click here for how to navigate through the portal and retrieve your Brain Injury Fundamentals training certificate.](#)
 - [Click here for important exam information, technical requirements, testing guidelines, and instructions.](#)
- Footer:** "Visit our website for more information on certification requirements, process and policies: [ACBIS | Brain Injury Association of America](#)." Below this are links for "Language" and "Contact Support".

Click on **My Assignments**.



Look for your certification and click the blue **Continue** button. The status will say In Progress and 75% complete.



You will be brought to the CBIS Renewal page. Click on the blue **Start** button.

The screenshot shows a web browser window with the URL `biaa.youtestme.com/ytm9/pages/lesson.xhtml?faces-redirect=true&lessonId=1000068&mode=take`. The page title is "My assignments" and the course is "Certified Brain Injury Specialist (CBIS) Certification > Step > CBIS Renewal". A sidebar on the left lists the steps: 1. CBIS Application, 2. CBIS Test Preparation & Pre-Check, 3. CBIS Examination, and 4. CBIS Renewal. The main content area shows a test card for "CBIS Renewal" with an "Available now" status. A red arrow points to the blue "Start" button. Below the button, there are fields for "Test Assignment type", "User group", "Location", "Certificate name", and "Result validity".



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

The screenshot shows the same web browser window as above, but with an "Instructions" dialog box open. The dialog box contains the following information: "Test name: CBIS Renewal", "Total duration: Unlimited", and "Instructions: By submitting this renewal application, I hereby verify that the information provided herein is true and accurate to the best of my personal knowledge. By submitting this application, I agree to abide by the ethics policy posted on the ACBIS website." Below the instructions, there is a checkbox labeled "I understand and agree with the instructions and rules of this assignment." which is checked. A red circle highlights this checkbox, and another red circle highlights the blue "Start" button at the bottom of the dialog box.

Update your Profile Information. 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.

The screenshot shows a web browser window with the URL `biaa.youtestme.com/ytm9/pages/take_quiz.xhtml?faces-redirect=true&quizInstanceId=115730&quizType=quiz&lessonId=100006`. The page title is "Update your profile information". The form contains the following fields:

- First name:
- Middle name:
- Last name:
- Employee ID:
- Date of birth (please leave blank):
- Gender:
- Phone number:
- Affiliation:
- Street address:
- City:
- State/Province:
- Country:
- Zip code:
- Organization:
- Education:
- Credentials:
- Specialty:

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons, and system tray information including "40°F" and "10:00 AM 11/4/2021".

Begin to answer the renewal questions. 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.

The screenshot shows the "CBIS Renewal" quiz interface. The URL is `biaa.youtestme.com/ytm9/pages/take_quiz.xhtml?faces-redirect=true&quizInstanceId=115730&quizType=quiz`. The page title is "CBIS Renewal".

Key elements of the interface include:

- A "Save and continue later" button circled in red in the top left.
- A "Finish and submit" button in the top right.
- A "Logout" button circled in red in the top right corner, with a callout box labeled "Logout".
- A progress bar showing "0/16".
- A "Questions" section with a "CBIS Renewal" header and "All questions (16)" sub-header.
- A grid of question numbers from 1 to 16.
- A legend for "Not answered" (white square) and "Answered" (blue square).

The main content area asks the user to "Please choose your professional discipline:" and lists 13 options with checkboxes:

- 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

The Windows taskbar at the bottom shows the search bar with "Type here to search", application icons, and system tray information including "47°F" and "11:54 AM 11/4/2021".

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.

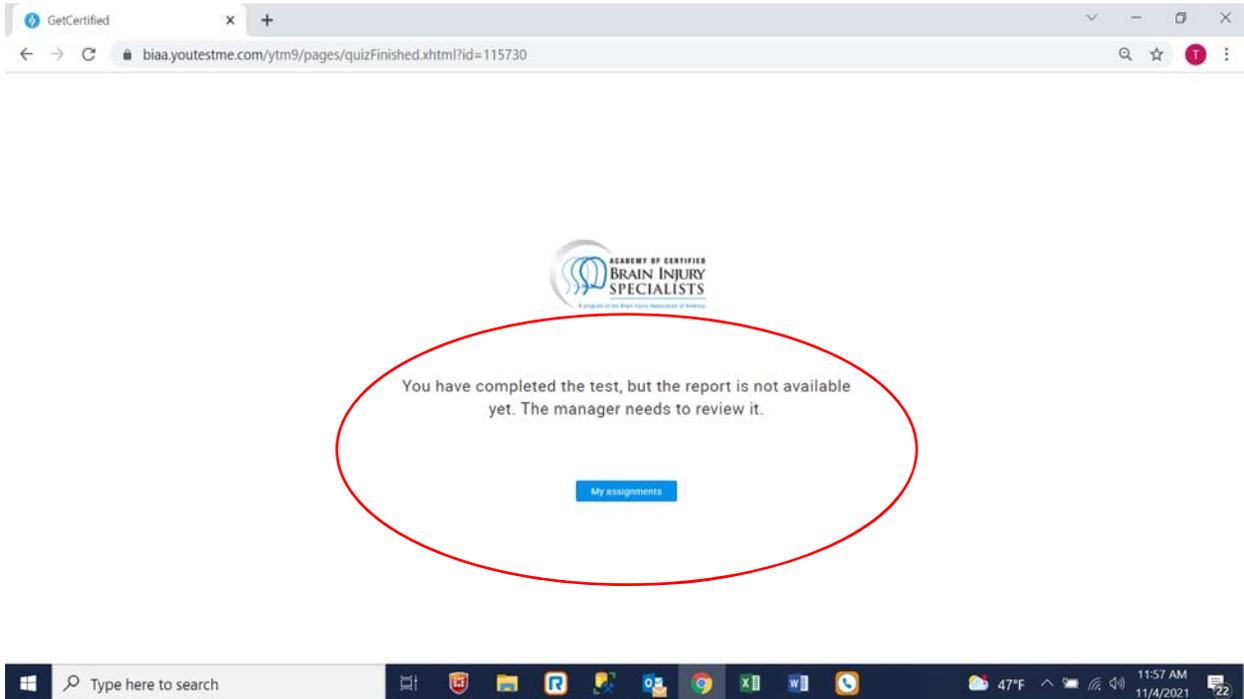
CE documentation is not required at the time of renewal. We ask you to hold on to documentation for at least three years if you were to be audited. You are, however, able to submit CE documentation using the Upload button if you wish to submit your CEs this way. This is an option, not a requirement.

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.

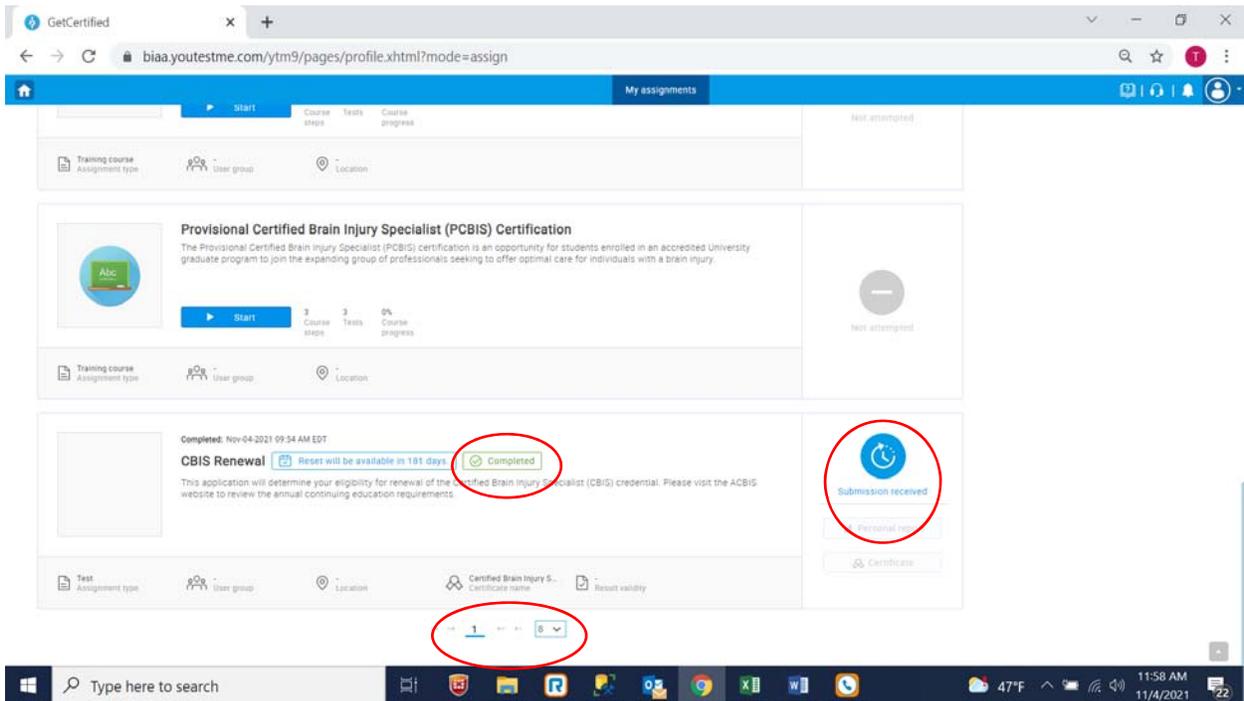
The screenshot shows a web browser window with the URL `biaa.youtestme.com/ytm9/pages/take_quiz.xhtml?faces-redirect=true&quizinstanceId=111091&quizType=quiz`. The page displays a list of CE examples and a text input area for an answer. On the right side, there is a progress bar showing 14/16 questions completed and a grid of question numbers (1-16). A red box highlights the 'Finish test' button at the top right. A red box highlights the 'Upload file' button at the bottom right. A red box highlights the 'Save icon' (a floppy disk icon) in the text editor toolbar. A red box highlights the question number grid, with a callout box labeled 'To submit renewal' pointing to it. A red arrow points from a box labeled 'CE Example' to the first example in the list. A red arrow points from a box labeled 'Save icon' to the floppy disk icon. A red arrow points from a box labeled 'Upload option' to the 'Upload file' button. The Windows taskbar at the bottom shows the time as 10:54 AM on 7/23/2021.

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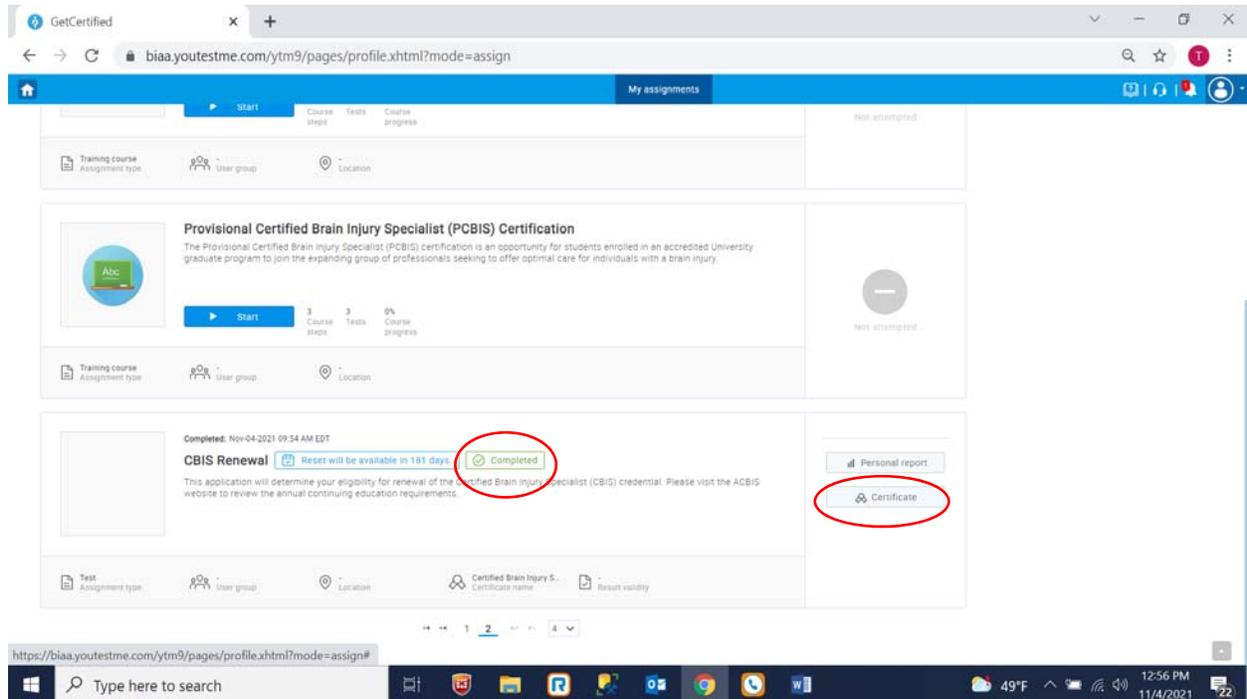
This is the end of the renewal and **confirmation that you have submitted your renewal**. You can also click on the blue **My Assignments** button to confirm submission.



Look for CBIS Renewal (or CBIST Renewal). You may need to go to the second page of your assignments. You will see your status says **“Submission Received”** and **“Completed.”**



Once approved, you will receive an automated email from ytmssystemreporting@gmail.com, however, you can check the status of your submission at any time by logging into the portal, looking for your CBIS (or CBIST) Renewal. If approved, your status will only say **“Completed”** and you will have access to your updated certificate by clicking on the **Certificate icon**. You can also find your certificate in the My Certificates tab.



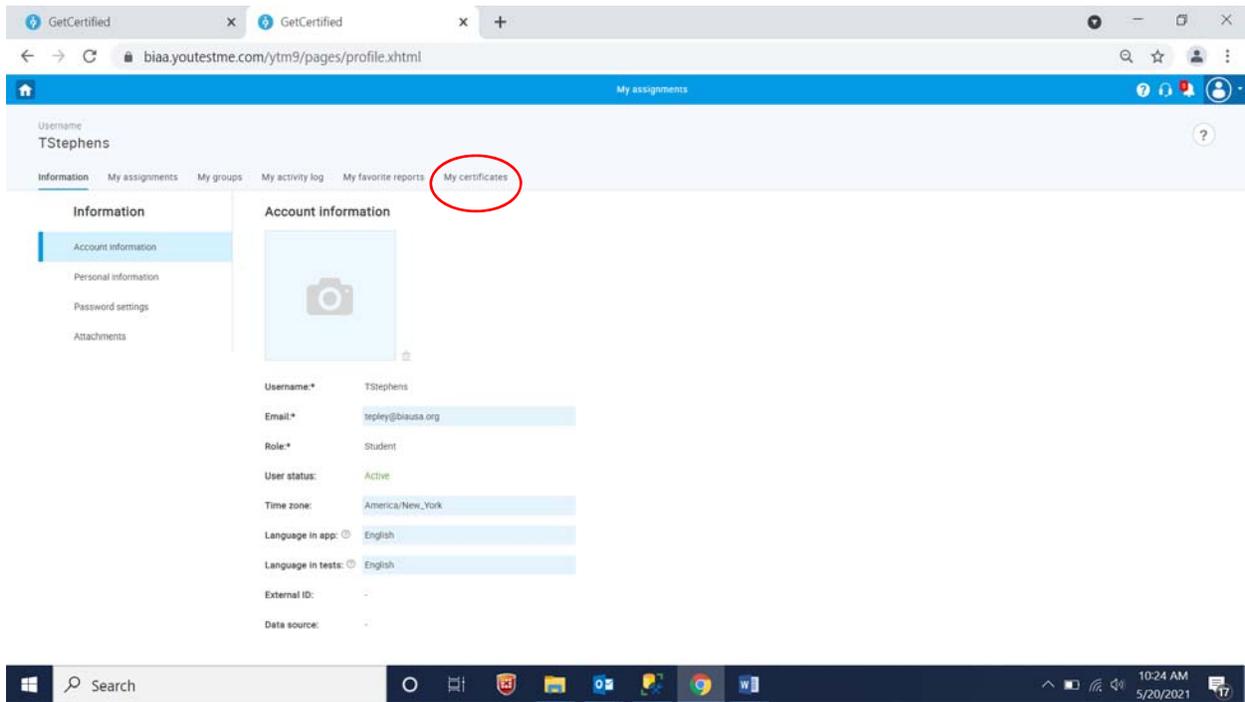
Accessing Your Updated Certificate

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

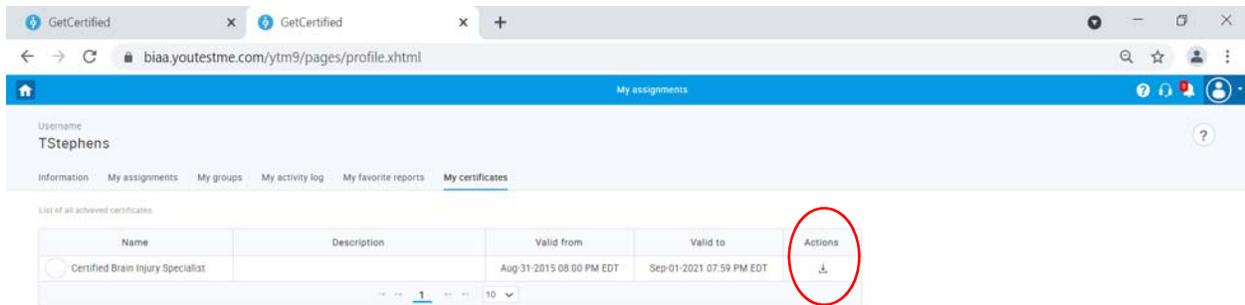
1. Login to the ACBIS Platform, <https://biaa.youtestme.com/ytm9/>.
2. Click on My Assignments

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3. Click on My Certificates



4. Click on the download icon under Actions and then click on the PDF that appears on the bottom of the page.



- Once the certificate is open, you can save or print it directly from this page by clicking on the Save or Print icon.

