



ACRM ACBIS Review Course and Exam Application & Payment Procedures

A pre-conference *Certified Brain Injury Training: The Official Academy of Certified Brain Injury Specialists (ACBIS) Course* will be held on October 23rd and 24th 8:30 AM - 5:30 PM. The CBIS Training Course is offered for those who are preparing for the CBIS exam which will be given at the end of the course October 24th. However, the course is also appropriate for paraprofessionals and professionals at all levels who simply want a strong foundation in the best practices in brain injury rehabilitation and do not wish to sit for the certification exam. The Brain Injury Association of America offers a voluntary national certification program for both direct-care level staff and experienced professionals working in brain injury services through the Academy for Certification of Brain Injury Specialists.

The CBIS credential is open to any profession or discipline serving people with brain injury. Eligibility requirements for taking the CBIS Exam can be found at <http://www.biausa.org/acbis/cbis>.

The CBIS Exam is a 70 question, multiple choice exam, on which you must get 80% correct in order to earn your CBIS Certification. To pass the CBIS Exam you will need to study and prepare well in advance. This Review Course will review materials which may be covered in the test. The preconference CBIS Review Course will be instructed by ACBIS Certified Brain Injury Specialist Trainers (CBISTs).

***Please note:* The deadline for applying to ACBIS to become eligible to take the CBIS Exam, and for registering to attend the Review Course is October 17, 2017. No exceptions to the deadline will be made.**

To take the CBIS Training Course and CBIS Exam attendees should complete a **TWO-PART PROCESS**.

- 1) The application for CBIS Exam needs to be completed online at <http://www.biausa.org/acbis/cbis> and the \$300 application fee is payable directly to ACBIS.
- 2) The CBIS Training Course registration fee is payable directly to ACRM during the conference registration process. <http://acrm.org/meetings/2017-annual-conference/register-2017/>

The ACBIS Review Course registration (to ACRM) and CBIS application (to ACBIS) are both due no later than October 17, 2017.

For questions on the ACBIS application or certification process, please see the ACBIS website at <http://www.biausa.org/acbis/cbis>. If further information or clarification is needed, please contact Jessica Lucas, ACBIS Coordinator, at jlucas@biausa.org.

It is highly recommended that you study prior to the CBIS Review Course and the examination. You may purchase the study guide titled: *The Essential Brain Injury Guide Edition 5.0* published by Brain Injury Association of America (BIAA). Please note that by applying for the CBIS credential through ACBIS, *The Essential Brain Injury Guide* is discounted to \$90.00 plus \$20.00 s/h.

<https://shop.biausa.org/product/EBIG50APP/theessentialbraininjuryguideedition50withsubmissionofacbisapplication.php>

In order to take the CBIS Exam, you will need to bring your own laptop computer to the proctored examination that is offered at the end of the CBIS Training Course.

TWO PAYMENTS ARE DUE

1) Cost of the CBIS Exam payable to ACBIS

2) Cost of the CBIS Training Course payable to ACRM

****In order to take the CBIS Review Course and the CBIS Exam at the ACRM Conference, you must register with ACRM AND apply with ACBIS no later than October 17, 2017****

Participation in the CBIS Review Course will not be guaranteed unless you register with ACRM.

PART 1 ACBIS APPLICATION PROCEDURES: Go to <http://www.biausa.org/acbis/cbis>

STEP ONE: Please complete and submit a [USER ACCOUNT SETUP FORM](#) to begin the CBIS application process. A confirmation email detailing your next steps will be sent to you.

STEP TWO: Upon your receipt of the User Account Setup Approval Email, you will need to complete the CBIS APPLICATION FORM – a link to this application is included with your confirmation email after submitting the User Account Setup Form. The following items are necessary to complete this application:

- An electronic copy of your resume
- You will need to have made a form of payment prior to clicking “Submit” on the application. If paying by check, you will need to provide a check number; if paying by credit card, provide the BIAA Marketplace Confirmation number. Payments made by credit card can be processed through this link: <https://shop.biausa.org/product/ACBISAP1/acbisapplicationgroupsof14applicants.php>

Please note that applications will not be approved until payment has been confirmed.

STEP THREE:

- You will receive a confirmation email after your application has been approved. Please forward **your confirmation email to Dr. Drew Nagele at dnagele@woods.org. Failure to provide the confirmation email may result in your not being eligible to take the exam.**

PART 2 REGISTRATION FOR ACRM's CBIS REVIEW COURSE:

You can register for The CBIS Training Course at <http://acrm.org/meetings/2017-annual-conference/register-2017/>. The CBIS Training Course can be registered for individually or in conjunction with the ACRM Annual Conference and other pre and post conference courses.