

## CBIS RENEWAL PROCESS



Please note that certificants who do not submit the required fee and continuing education documentation will become inactive until the required documentation is sent or until they retake and pass the exam. Inactive status means that the certificant cannot use the CBIS credentials after his/her name.

### Annual Renewal Process

Each year, certificants must submit the renewal fee and complete the online renewal form before the expiration date printed on the original certificate. Documentation of continuing education accrual is included on the renewal form. A random sampling of 10% of renewal applicants will be contacted to submit documentation for completion of continuing education activities listed on the online renewal form. [Click here to renew.](#)

**Employment Requirement** - Certificant must be employed in a brain injury service setting for a minimum of 600 hours over a one year period. Employment verification must be submitted to ACBIS every year. Be sure to complete a [CBIS Employment Verification Form](#).

**Continuing Education Requirements** - 6 contact hours of continuing education (CE) are required every year.

### Continuing Education (CE) Options: CBIS

The following list provides examples of continuing education options approved for CE requirements for both CBISs and CBISTs. Continuing education hours may be distributed across the areas listed below. However, certificants must obtain CE hours from a **minimum of 2** of the options listed below.

If audited, certificants must submit evidence of continuing education hours. Approved documentation may include continuing education unit transcripts/letters from national organizations, college transcripts, or proof of attendance at in-services/seminars/workshops.

- **Attendance or Presentations at State and National Conferences** with lectures related to brain injury (All contact hours for BIAA conferences could be applied). For other professional conferences (i.e. ASHA), contact hours will only be applied for lectures specifically related to brain injury. This option applies to both conference attendees and conference presenters of brain injury related lectures.
- **College/University courses** related to brain injury (contact hours can equal no more than 50% of required CE contact hours).
- **Facility In-Services** related to brain injury (in-services, lectures, or workshops provided within work environment).
- **Quarterly David Strauss Phone Seminar Series:** AACBIS will be sponsoring quarterly phone seminars on various topics related to brain injury. Brain injury professionals from around the country will conduct the seminars. The dates and times of these seminars will be posted on aacbis.net.
- **Journal Article Review:** Certificants may read current (within the past 3 years) brain injury related articles from peer-reviewed journals. Journals specific to brain injury (i.e., Journal of Head Trauma Rehabilitation, Brain Injury) or special editions of journals that highlight brain injury (i.e., Behavioral Interventions, 2000, v. 15, n. 3) are recommended. To be awarded continuing education credits, certificants may be required to submit either a 1-page article summary or written answers to questions posted at the end of the article (this is done by some journals). One contact hour will be awarded for each article reviewed.
- **Journal Study Groups:** Certificants may organize journal study groups that meet regularly to review and discuss specific articles related to brain injury. These groups may be formed for the purpose of satisfying CBIS continuing education as well as other specific professional certification requirements (i.e., ASHA). Group members should take brief notes at their meetings. Group meeting notes may be submitted for CE documentation. One contact hour will be awarded for each meeting.
- **Published Articles:** Authors of brain injury related articles can apply credits toward their CE requirement. Peer reviewed journals are preferred but are not required. Newsletter articles do not apply. Primary authors can receive 3 contact hours per article; secondary authors can receive 2 contact hours.

For more information, call the Brain Injury Association of Michigan at (810) 229-5880



Brain Injury  
Association  
of Michigan

# AACBIS CEU DOCUMENTATION FORM

"Creating a Better Future"

Chartered State Affiliate of the Brain Injury Association of America, Inc.

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Helpline: (800) 444-6443

To assist you in tracking your continuing education credits, we are supplying you with this sample format. **This form is not be submitted with your recertification application**, it is simply to aid you in tracking your required CEU's and then used when you complete your online renewal form. Attach your documentation to this form and keep for your records – in case of audit.

**Continuing Education Documentation** – you must have at least **one** in each section

**SECTION 1** – Presentations or workshops you attended during this 2 – year certification period. Include the formal title of the stated activity (*i.e., BIAMI's 30<sup>th</sup> Annual Conference*), sponsoring organization's name (*i.e., BIAMI*), as well as the date and duration.

<u>CEU Title</u>	<u>Sponsoring Organization</u>	<u>Date</u>	<u>Duration</u>

**SECTION 2** – List all self-study activities, such as journal articles (*i.e., Journal of Head Trauma Rehabilitation*), videos, telephone seminars (*i.e David Strauss Lectures*) as well as college/university courses that relate to brain injury. Include the title of the article, video, seminar and/or course; the instructor/author/presenter, and dates where applicable.

<u>CEU Title</u>	<u>Author/Instructor/Presenter</u>	<u>Date</u>	<u>Duration</u>