

Academy of Certified Brain Injury Specialists

1. It is estimated that the application process may take one month.
2. You must have an e-mail account. If you do not have one, there are free services available, such as Yahoo, Google or Hotmail.
3. Complete [BIAA User Account Set-up Form](#) – you must create a **User ID and Password**. You will receive a confirmation e-mail with a **Registration Number**. **SAVE THIS e-mail – but DO NOT USE** the application link provided in this e-mail.
4. BIAMI no longer provides an exam proctor – you must identify your own exam proctor and have them complete this [Proctor online form](#). Through this form, proctors are pre-approved by ACBIS. Questions about Proctor qualifications can be directed to [ACBIS](#). You must give your Proctor two preferred dates and times you wish to take the exam – allow at least one month for the approval process, before scheduling exam dates.
5. Complete [BIAMI Group Applicant Form](#) and include the **Registration Number** (which you received in your confirmation e-mail, see #3). – Mail, fax e-mail, with payment, to BIAMI. BIAMI will send you a confirmation e-mail with a **payment confirmation number** to use on your application.
6. BIAMI submits a Group Administration Form. Once submitted, each applicant will receive an e-mail with a link to the online application – **USE THIS LINK** to complete your online application.
7. Once all the above steps are completed, the Applicant completes online application. Your **User ID and Password** (which you received in your confirmation e-mail, see #3) is required.
 - a. The Applicant must attach an electronic version of their resume to the online application. An electronic Employment Verification request will be e-mailed to your supervisor for completion.
 - b. On the application when it requests payment, use the **payment confirmation number** provided by BIAMI in step #5.
 - c. ACBIS will send you a confirmation of receipt e-mail then an approval e-mail when the application has been approved. **KEEP THE E-MAIL** – Bring the Approval e-mail with you to your training and to your examination.
8. When your application has been approved, your Proctor must complete an Exam Generation card. The link for this is in the Confirmation e-mail the Proctor received when the individual was approved to be your Proctor.
 - a. The Proctor will have to list 2 preferred dates and times for your examination – BIAA will approve one of them and will e-mail the Proctor. Immediately prior to the exam, the Proctor must print the Exam Generation card.
 - b. The Proctor will **bring this Exam Generation Card** to the examination. You will have a new **User ID and Password**. You will be required to use this on each page of the exam
9. **EXAM** – The exam is administered online, in the presence of your proctor. All sections must be answered sequentially, meaning you may not go back to check your answers. To access the exam you will need:
 - a. Your **Registration Number** (which you received in your confirmation e-mail, see #3)
 - b. The **User ID and Password** (see #8b) from your Exam Generation Card
 - c. You will authenticate each section, upon completion, with this **User ID and Password** (see #3). This process is repeated for each section of the examination.
10. When you have completed your examination, you will immediately receive an e-mail with your score and, if passed, your certificate.