



Fundamentals Course (hosted by BIAPA) & ACBIS Application & Payment Procedures

Brain Injury Fundamentals is an all-new training and certificate program designed to recognize the unique needs and challenges of those who care for or interact with individuals with brain injury. This includes non-licensed direct care staff, facility staff, family members and friends, first responders, and others in the community. A pre-conference Brain Injury Fundamentals Training will be held on Sunday, June 23, 2019 (9:00 am – 4:00 pm). The Fundamentals quiz (offered through ACBIS), open to attendees of the course, will be held on Sunday, June 23, 2019 (4:15 pm – 6:30 pm). The mandatory training course covers essential topics such as cognition, guidelines for interacting and building rapport, brain injury and behavior, medical complications, safe medication management, and families coping with brain injury. The course is grounded in adult learning principles, maximizing participant engagement and application through an interactive workbook. Using real-life scenarios to anchor the course concepts, participants learn about the challenges people face following brain injury and the types of support they need. This essential program will help trainees understand different types of behavior, manage medication safely, and provide support to families and friends.

After successfully completing intensive training and quiz, the trainees will receive a certificate that is valid for three years. Pre-registration is required since limited testing seats are available. Anyone interested in registering for this training must contact Kara Latshaw by calling 1-866-635-7097, or email admin@biapa.org for requirements and registration details. The deadline for applying to Fundamentals to become eligible to take the quiz, and for registering to attend the Training is May 17, 2019. No exceptions to the deadline will be made.

Please note: The deadline for applying to Fundamentals as part of the BIAPA group and for registering to attend the Review is May 17, 2019. No exceptions to the deadline will be made.

To take the Fundamentals Course and Quiz is a **TWO-PART PROCESS**.

- 1) The Review registration form below and \$150 fee are due to be paid directly to BIAPA.
- 2) The \$85 certificate fee is due to be paid directly to ACBIS. To pay by check, please complete the attached form and return to ACBIS with the correct payment. The reduced fees are noted in yellow on the form. **Do not pay \$125 to ACBIS. By attending the BIAPA Review, you are eligible for the discounted rate of \$85.**

Payments made by credit card can be processed through this link:

<https://shop.biausa.org/product/BIFAPP/brain-injury-fundamentals-certificate-fee>. Use the code **AFFILIATEBIF19** during checkout to obtain the \$85 rate.

All information on the Brain Injury Fundamentals program can be found on the BIAA website, here: www.biausa.org/fundamentals. The application process can be found, here:

<https://www.biausa.org/professionals/acbis/acbis-fundamentals/acbis-fundamentals-application-process>.

The Review registration and CBIS application are due no later than May 17, 2019. If further information or clarification is needed, please contact Christine Chen, ACBIS Coordinator, at cchen@biausa.org.

In order to take the Fundamentals quiz, you will need to bring you're a laptop computer, smart phone, or ipad to the quiz. The quiz will be taken using a system called SurveyMonkey. If you do not have access to the needed equipment, please contact Kara Latshaw, BIAPA Administrator at admin@biapa.org, to see if you can borrow one for the quiz.

TWO PAYMENTS ARE DUE

1) Cost of the Fundamentals Application: \$85
(payable to ACBIS)

2) Cost of the Course at the Conference: \$150
(payable to BIAPA)

****In order to take the Course and quiz at the BIAPA Conference, you must register with BIAPA using the form below AND with ACBIS no later than May 17, 2019****
Participation in the Course will not be guaranteed unless you register with BIAPA.

PART 1 FUNDAMENTALS APPLICATION PROCEDURES:

STEP ONE: Register at <https://shop.biausa.org/product/BIFAPP/brain-injury-fundamentals-certificate-fee>. Use the code **AFFILIATEBIF19** during checkout to obtain the \$85 rate.

STEP TWO: FUNDAMENTALS APPLICATION PROCESS - You will receive a confirmation email after your registration has been received. Please forward your **confirmation email to Kara Latshaw at admin@biapa.org**. Failure to provide the confirmation email may result in your not being eligible to take the exam.

PART 2 REGISTRATION FOR BIAPA FUNDAMENTALS COURSE:

Name _____

Address _____

Email _____ Phone _____

Payment of \$150 is due with this form. Checks can be sent to the address below.

Credit Card # _____

Expiration _____ CVV _____

Registration for the Fundamentals course and application must be received by May 17, 2019.

Fundamentals Course Registration with CC info or check for \$150 payable to
BIAPA to: Kara Latshaw, BIAPA Administrator **Fax:** 717-692-5567 **Email:** admin@biapa.org
BIAPA * 950 Walnut Bottom Road, Ste 15-229 * Carlisle, PA 17015

Questions: Contact Kara Latshaw at (717) 692-5562