**Name:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Modules:** Please complete these in the order below and place a check next to those you have completed.

**Level 1**

1. ☐Toolkit Table of Contents and Instructions/Checklist (5 minutes)
2. ☐Welcome to the BIAC letter (2 minutes)
3. ☐Acronyms List (10 minutes)
4. ☐Member Roster (5 minutes)
5. ☐Instructions for Member Template and Profile (10 minutes)
6. ☐Member Template and Profile (20 minutes)
7. ☐Council History and Vision (10 minutes)
8. ☐Resources (10 minutes)
9. ☐Full Participation Guidelines and Accommodations Checklist (optional; 30 minutes)

**Level 2**

1. ☐Operating Procedures Manual (60
2. ☐Robert’s Rules of Order Summary (10 minutes)
3. Organizational Charts:
4. ☐Administration for Community Living (5 minutes)
5. ☐Nebraska State Government (5 minutes)
6. ☐Registry Overview (5 minutes)
7. ☐TBI Grant Overview (10 minutes)
8. ☐Needs and Resources Assessment*: 2019 Living with Brain Injury Survey Results* (60 minutes)
9. ☐State Plan (30 minutes)

**Level 3**

1. ☐Legislation and Funding: Table of Contents and Overview (10 minutes)
2. ☐Federal Statutes (optional supplementals; 3 hours)
3. ☐State Statutes (optional supplementals; 3 hours)
4. ☐Instructions for Council Profile/Template (optional for BIAC; 30 minutes)
5. ☐Council Profile Template

**Mentor**

1. ☐Role description and guide, supports, resources (30 minutes)
2. ☐Templates (60 minutes)

22. **Certificate of Completion**

23. **Website Table of Contents**

**Feedback/Comments:** Click or tap here to enter text.