



# **BEFORE YOU START...**

- Have you completed the Pre-assessment, Post-assessment (passing score of 70 or higher), and Survey to earn your free Certificate of Completion? *Please check your My Account page for your Certificate of Completion*.
- Are you a BCBA?

#### STEP 1:

After login, click on **My Account** located in the top-right of your screen.

# STEP 2:

Click on the blue **Module Certificates, CEUs, & CEs** tab.



Logout

My Account

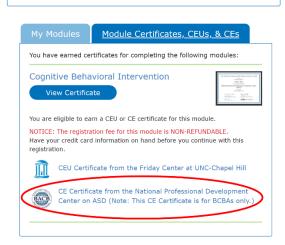
You are logged in.

Need help? Visit the FAQs section

# STEP 3:

Go to the module that you completed and click on **CE Certificate from the National Professional Development Center on ASD (Note: This CE Certificate is for BCBAs only.)**.

This link will take you to the **UNC Event Registration** system.











For more information, please visit: https://afirm.fpg.unc.edu/

## STEP 4:

Click on I do not have a UNC ONYEN.		HOME EVENT ADMINISTRATION REVIEW MY REGISTRATIONS HELP Enter your Login Information Below
<u>Note:</u> UNC employees and stude should click on <b>I have a UNC</b> <b>ONYEN.</b>	nts	Choose your authentication method:
STEP 5:		UNC Event Registration
Input your email address and clic <b>Login</b> .	k on	HOME EVENT ADMINISTRATION REVIEW MY REGISTRATIONS HELP
The <b>Login</b> will take you to a new page.		Choose your authentication method:  I have a UNC ONYEN  I do not have a UNC ONYEN  Registrant's Email:  Login
		<u>Click here</u> for ONYEN information
STEP 6:		If you have questions about registering or obtaining your CEUs, please email the AFIRM Team at: <u>afirm@unc.edu</u>
	Location: Date:	Online Tuesday, January 01, 2019 - Thursday, December 31, 2020
Confirm that you are	wate.	rassay, surany st, Ests - manady, Devenuer St, 2020

# STEP 6: Confirm that you are

registering for the correct course.

Click on **Register for this** Event.

Time: FPG CDI Sponsor: Ann Sam Kara Anne Hume Jessica Dykstra Steinbrenner Presenters: Price: \$35.00 Pay Methods: Credit Card Payment Notes: Only Visa or MasterCard credit cards are accepted For more information, contact the event administrator: Victoria Waters victoria.waters@unc.edu Register for this Event

Note: Only Visa or Mastercard are accepted. Cash, check, or POs are not accepted forms of payment.

Note: The registration fee is non-refundable.









For more information, please visit: <a href="https://afirm.fpg.unc.edu/">https://afirm.fpg.unc.edu/</a>

## STEP 7:

You have been routed to the **Registrant's Information** page.

Input the required information.

Click >> Next Step.

gistering For: AFIRM Module: Cognitive	Behavioral Intervention				
<b>~</b>		<i>o</i> —			
Registrant's		ent	Registration Confirmation		
Information ase fill in your information below to reg		stions	Confirmation		
				>> Next Step	
				wext Step	
* First Name:					
* Last Name:					
Street Address:					
Address 2:					
City:					
* State:	•				
Zip:					
• Email Address:		Alternate Email (copied on confi	rmation)		
Zip:		Alternate Email (conied on confi	rmation)		

#### **STEP 8:**

You have been routed to the **Event Questions** page.

Input the required information.

Click on >> Next Step.

istering For: AFIRM Module: Cogni		-	•
Registra	nt's ion	Event Questions	Registration Confirmation
ase fill in your information below to	register for this event.		
Previous Step			>> Next Step
Legal First Name:			
Legal Last Name:			
BCBA Membership Number (This Certificate):	number is needed to cr	reate your Type-II CEs	
Previous Step			>> Next Step
Previous Step		Cancel	>> Next Step

# STEP 9:

You have been routed to the **Registration Confirmation** page.

Click the drop-down arrow to select payment type.

<u>Note:</u> Visa or Mastercard are the only accepted forms of payment.

Click on >> Next Step.

genering ronne nammen	ule: Cognitive Behavioral Intervention	TOF BUBAS				
	2		<b>~</b>			
	Registrant's Information	0	Event		Registration Confirmation	
lease review the event infor	You're Almo mation below before completing this		ou are not registered yet			
<< Previous Step						>> Next Step
Event: Al	FIRM Module: Cognitive Behavioral Inter	rvention for BC	BAs			
Event Date: 1/	01/2019 12/31/2020					
Registrant: Ja	ane Smith (PID sample@us.com)					
First Name: Ja	ane					
Last Name: Sr	mith					
Email Address: sa	imple@us.com		Alternate Address:		alternate@us.com	
Legal First Name:		Jane				
Legal Last Name:		Smith				
BCBA Membership Number your Type-II CEs Certificat	er (This number is needed to create te):	1234567				
		Total	Event Cost			
			Event Price	\$35.00		
			TOTAL PRICE:	\$35.00		
* How will you be paying for	this event?					
<< Previous Step						>> Next Step
			Cancel			







Input all required information.

Important Credit Card Registration Information

If you continue:

For more information, please visit: https://afirm.fpg.unc.edu/

### STEP 10:

**STEP 11:** 

You will receive a message to continue.

#### Click on **Continue With Credit Card Payment**.

You will be routed to a UNC page for payment.

Click on **Continue** at the bottom of the screen.

#### · You will be redirected to a credit card payment site · Completion of payment is required before your registration is accepted If the credit card process is canceled, the registration will be deleted Contact the event administrator (Victoria Waters) for any assistance You will re confirmation **Continue With Credit Card Payment** Cancel Please enter your credit card information \$35.00 Total: Indicates required information Payment method Credit Card VISA Credit Card Type Select a Credit Card Type \* Account Number 05 • 2020 • Expiration Date: Security Code: ( \* Name on Card: Jane Smith Billing Address

# AFTER REGISTERING AND SUBMITTING PAYMENT...

- You will receive an Event Confirmation: AFIRM Module email from <u>afirm@unc.edu</u> to the email address you provided. <u>Note:</u> Check your Spam/Junk folder if you have not received the email.
- Within 45 days of registration and receipt of payment, after AFIRM has confirmed completion of module requirements, generally the first full week of the following month of submitted registration/payment, you will receive an email from <u>afirm@unc.edu</u> with your Type-II CEs certificate attached.

# TROUBLESHOOTING....

- If you are attempting to register and provide payment on an agency/organization's computer, such as a school, you may be behind a firewall or security system that is preventing your access. You will need to contact your agency/organization's IT department to have them add AFIRM. An easier and quicker solution to register and provide payment may be to use a personal device instead.
- □ The National Professional Development Center on ASD's ACE provider number will be on the Type-II CEs certificate.



