---Step-by-Step Instructions for Providing a Type-II CEs Payment---
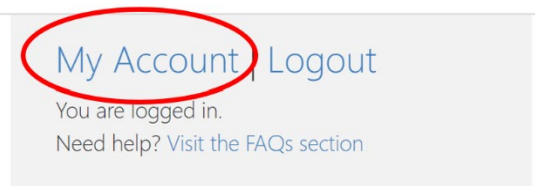
AFIRM

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**.*
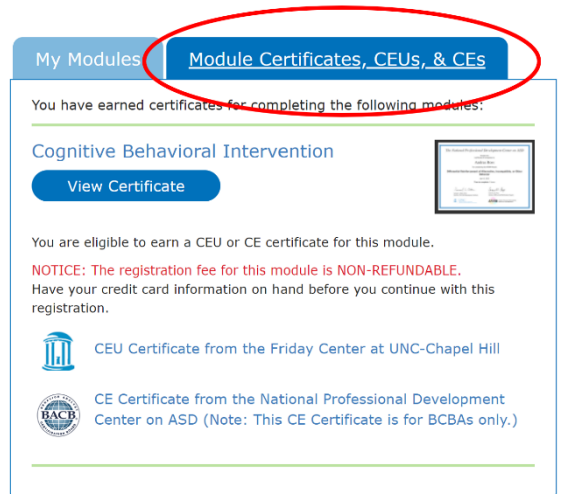
❑ Are you a BCBA?

STEP 1:

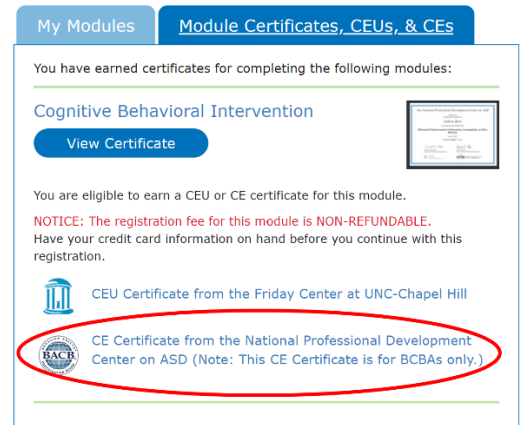After login, click on **My Account** located in the top-right of your screen.

My Account Logout
You are logged in.
Need help? Visit the FAQs section

STEP 2:

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

My Modules | Module Certificates, CEUs, & CEs

You have earned certificates for completing the following modules:

Cognitive Behavioral Intervention
View Certificate

You are eligible to earn a CEU or CE certificate for this module.

NOTICE: The registration fee for this module is NON-REFUNDABLE. Have your credit card information on hand before you continue with this registration.

CEU Certificate from the Friday Center at UNC-Chapel Hill

CE Certificate from the National Professional Development Center on ASD (Note: This CE Certificate is for BCBAs only.)

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.

My Modules | Module Certificates, CEUs, & CEs

You have earned certificates for completing the following modules:

Cognitive Behavioral Intervention
View Certificate

You are eligible to earn a CEU or CE certificate for this module.

NOTICE: The registration fee for this module is NON-REFUNDABLE. Have your credit card information on hand before you continue with this registration.

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UNC **FRANK PORTER GRAHAM CHILD DEVELOPMENT INSTITUTE**

The National Professional Development Center on Autism Spectrum Disorder

The National Clearinghouse on Autism Evidence & Practice

Type-II CEs Payment
AFIRM Team, 2020-R
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Autism Focused Intervention
Resources & Modules

STEP 4:

Click on **I do not have a UNC ONYEN**.

Note: UNC employees and students should click on **I have a UNC ONYEN.**

STEP 5:

Input your email address and click on **Login**.

The **Login** will take you to a new page.

STEP 6:

Confirm that you are registering for the correct course.

Click on **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.

STEP 7:

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

Input the required information.

Click **>> Next Step**.

STEP 8:

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

Input the required information.

Click on **>> Next Step**.

STEP 9:

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

Click the drop-down arrow to select payment type.

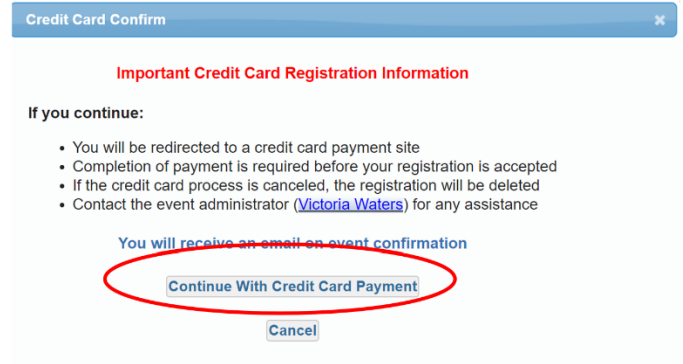*Note: Visa or Mastercard are the only accepted forms of payment.*

Click on **>> Next Step**.

![AFIRM - Autism Focused Intervention Resources & Modules]

STEP 10:

You will receive a message to continue.
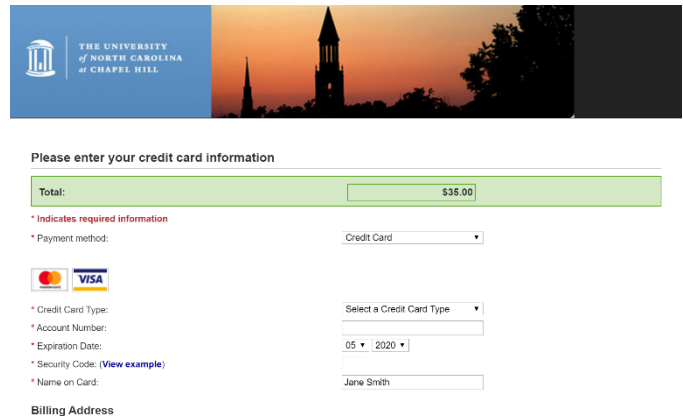
Click on **Continue With Credit Card Payment**.

STEP 11:

You will be routed to a UNC page for payment.

Input all required information.

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

AFTER REGISTERING AND SUBMITTING PAYMENT…

- ❑ You will receive an **Event Confirmation: AFIRM Module** email from **afirm@unc.edu** to the email address you provided. *Note: 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 **afirm@unc.edu** 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.