



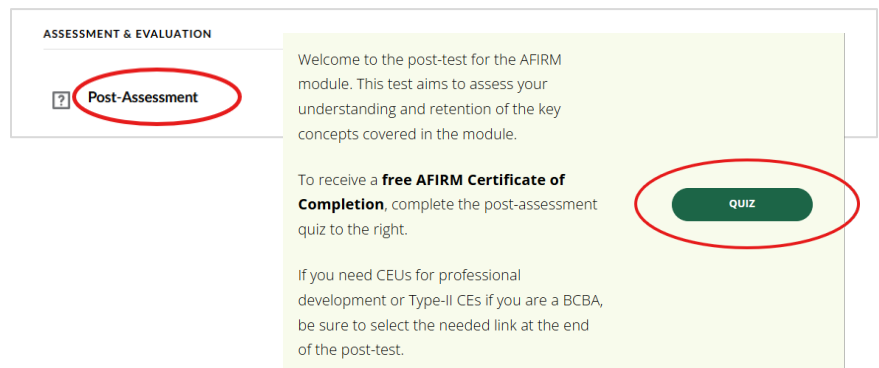
PAYMENT INSTRUCTIONS

BEFORE YOU START...

- ❑ Have you checked with your agency/organization to see if AFIRM's free Certificate of Completion is accepted for professional development hours/credits? Please note that AFIRM does not maintain a registry of this information. If you are a BCBA, then no, the free Certificate of Completion does not meet BCBA requirements.
- ❑ Are you seeking academic credit? If so, CEUs from AFIRM/UNC Friday Center for Continuing Education does not qualify as academic credit, only as professional development hours/credits.

STEP 1: PASS POST-ASSESSMENT

Pass the respective module post-assessment with at least a **score of 70**.



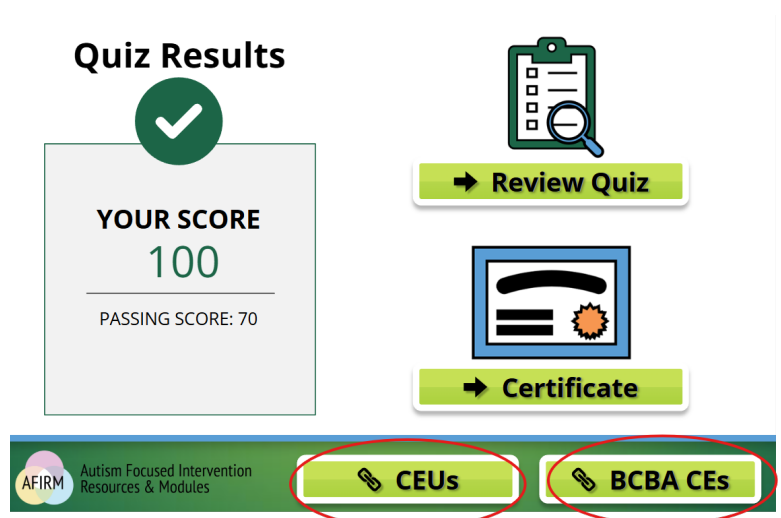
STEP 2: CHOOSE CEUS OR TYPE-II CES

Select whether you need **CEUs** or **CEs**.

If you're having trouble, try clicking near the center-bottom of the button for the best results.

Please note that the CEs are for BCBA's only. If you are a BCBA, please confirm that your BCBA number is in the [BACB Certificant Registry](#).

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






STEP 3: SELECT AUTHENTICATION METHOD

Select **I do not have a UNC ONYEN**.

Please note that UNC employees and students should select **I have a UNC ONYEN**.

You **do not** need to be enrolled in UNC to register for and provide payment for CEUs or BCBA CEs.

UNC Event Registration

HOME | EVENT ADMINISTRATION | REVIEW MY REGISTRATIONS | HELP

Enter your Login Information Below

Choose your authentication method:

I have a UNC ONYEN

I do not have a UNC ONYEN

Registrant's Email:

Login

[Click here](#) for ONYEN information

STEP 4: ENTER LOGIN INFORMATION

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

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

UNC Event Registration

HOME | EVENT ADMINISTRATION | REVIEW MY REGISTRATIONS | HELP

Enter your Login Information Below

Choose your authentication method:

I have a UNC ONYEN

I do not have a UNC ONYEN

Registrant's Email:

Login

[Click here](#) for ONYEN information





STEP 5: CONFIRM MODULE

Confirm that you are registering for the correct course.

Click on **Register for this Event**.

Please note that only **Visa or Mastercard** are accepted. Cash, check, or POs are not accepted forms of payment.

Please note that the **registration fee is non-refundable**.

If you have questions about registering or obtaining your CEUs, please email the AFIRM Team at: afirm@unc.edu

Location:	Online
Date:	Tuesday, January 01, 2019 - Thursday, December 31, 2020
Time:	-
Sponsor:	FPG CDI
Presenters:	Ann Sam Kara Anne Hume Jessica Dykstra Steinbrenner
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](#)

STEP 6: ENTER YOUR INFORMATION

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

Input the required information.

Select **>> Next Step**.

UNC Event Registration

HOME | EVENT ADMINISTRATION | REVIEW MY REGISTRATIONS | HELP | LOGOUT Registration: perkins567@nc.unc.edu

Registering For: AFIRM Module: Cognitive Behavioral Intervention

Registrant's Information Event Questions Registration Confirmation

Please fill in your information below to register for this event.

[>> Next Step](#)

* First Name:

* Last Name:

* Street Address:

Address 2:

* City:

* State:

* Zip:

* Email Address: Alternate Email (copied on confirmation)

[Cancel](#)

[>> Next Step](#)





STEP 7: ANSWER EVENT QUESTIONS

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

Input the required information.

If providing payment for CEUs, enter 'NA' in the **UNC PID or FID** number line item IF you **do not** have this number.

If providing payment for CEs, enter your BCBA number.

Select >> **Next Step**.

UNC Event Registration

Registering For: AFIRM Module: Cognitive Behavioral Intervention

Event Questions

Please fill in your information below to register for this event.

Legal First Name:

Legal Last Name:

Date of Birth (mm/dd/yyyy):

UNC PID or FID number (Please put NA if not applicable. A FID number will be created for you. You will receive this FID number in an email from the Friday Center within 45 days.):

Next Step

OR

UNC Event Registration

Registering For: AFIRM Module: Cognitive Behavioral Intervention for CBAs

Event Questions

Please fill in your information below to register for this event.

Legal First Name:

Legal Last Name:

BCBA Membership Number (This number is needed to create your Type-II CEs Certificate):

Next Step

STEP 8: SELECT PAYMENT TYPE

You have been routed to the Registration Confirmation page.

Click the drop-down arrow to select payment type.

Please note that only **Visa or Mastercard are accepted**. Cash, check, or POs are not accepted forms of payment.

Select >> **Next Step**.

Registering For: AFIRM Module: Cognitive Behavioral Intervention

Registration Confirmation

You're Almost Done - You are not registered yet!

Please review the event information below before completing this registration.

Event: AFIRM Module: Cognitive Behavioral Intervention

Event Date: 1/01/2019 -- 12/31/2020

Registrant: Jane Smith (PID aample@us.com)

First Name: Jane Street Address: 123 Main Street

Last Name: Smith Address 2:

City: Somewhere

State: NC

Zip: 12345

Email Address: sample@us.com Alternate Address: alternate@us.com

Legal First Name: Jane

Legal Last Name: Smith

Date of Birth (mm/dd/yyyy): 01/01/1970

UNC PID or FID number (Please put NA if not applicable. A FID number will be created for you. You will receive this FID number in an email from the Friday Center within 45 days.): NA

Total Event Cost

Event Price	\$35.00
TOTAL PRICE:	\$35.00

How will you be paying for this event?

Next Step



STEP 9: CONFIRM PAYMENT TYPE

You will receive a message to continue.

Select **Continue With Credit Card Payment**.

Credit Card Confirm✕

Important Credit Card Registration Information

If you continue:

- 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 receive an email on event confirmation

Continue With Credit Card Payment

Cancel

STEP 10: ENTER PAYMENT INFORMATION

You will be routed to a UNC page for payment.

Input all required information.

Select **Continue** at the bottom of the screen.



Please enter your credit card information

Total:\$35.00

* Indicates required information

* Payment method: Credit Card

* Credit Card Type: Select a Credit Card Type

* Account Number:

* Expiration Date: 05 | 2020

* Security Code: ([View example](#))

* Name on Card: Jane Smith

Billing Address





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.

TROUBLESHOOTING AND FREQUENTLY ASKED QUESTIONS

My payment is not going through, or the UNC Event Registration system is not working!

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.

When do I receive my CEUs or Type-II CEs?

Within 45 days of confirmation of receipt of payment and completion of module requirements. This is generally the first full week of the following month. Please plan accordingly if CEUs or Type-II CEs are needed by a certain date. CEUs and Type-II CEs are created from a time-set system and cannot be created earlier.

For CEUs, please be on the lookout for an email from the Friday Center for Continuing Education at UNC-Chapel Hill. This email will contain your FID number. To request your CEUs, use the FID number to login here:

https://fridaycenter.itsapps.unc.edu/CEU/jsp/CEU_RequestOneLogin.jsp

For Type-II CEs, these will be directly emailed from AFIRM, with your Type-II CEs certificate attached.

What is your ACE provider number?

The National Professional Development Center on Autism's ACE provider number will be on the Type-II CEs certificate.