

## Registration Basics – 3 Basic Steps

- 1. Registration link:** From the BCIA homepage or a link received in an email, you will be led to an online registration system where you log in and enter your credit card information. If you are a first-time attendee, you may still register using the “New Customer” button.
- 2. Payment:** Your webinar payment must be processed by staff and therefore you will not immediately receive proof of registration. After the online payment is processed, you will receive a receipt confirming your registration. This process may take 12 – 24 hours.
- 3. Log-in:** A few days prior to the event, BCIA will send you a link to the webinar log-in. This link is unique to you and identifies your attendance. Please do not share this link with others.

## Webinar FAQs

### 1. Basics

#### There are 2 types of webinars:

- **Clinical Updates** to present the science and background of a specific blueprint-relevant topic.
- **Mentoring webinars** to offer the scientific background and 2 related case conference presentations (1 contact hour). These are suitable for a new clinician seeking certification or a BCIA certificant looking for CE for recertification. New clinicians may only use 5 mentoring webinars to cover 10 case conference presentations for initial certification. Other mentoring webinars may be purchased for enhancing one’s skillset; however no additional mentoring credit will be considered.

#### How long do they last?

Webinars from the Clinical Update Series are 90 minutes long. The last part of the webinar includes a question and answer section. Mentoring webinars are approximately 60 minutes long and also include a Q&A section.

#### How many CE hours do I get?

The Clinical Update Series offer 1.5 hours of ce for BCIA recertification and the mentoring webinars offer 1 hour and 2 case conferences for either recertification or certification. For both types of webinars, you must complete the online evaluation and the quiz to receive the credit.

#### Do I need special equipment?

You will need a computer station with a microphone and speakers.

**What are the system requirements?**

PC-based attendees

Required: Windows 8, 7, Vista, XP or 2003 Server

Mac-based attendees

Required: Mac OS X 10.6 or newer

Mobile Attendees:

Required: iPhone, iPad, Android phone or Android tablet

**What is the format?**

You will not see the presenter, but you will hear them speak as the power point is presented.

**Will there be handouts?**

Yes there will be handouts and they will be sent to you before the meeting.

**What if I can't make the original presentation – will it be recorded for later viewing?**

Yes. You may purchase the recording and still access an evaluation and the exam if you missed the live presentation. If you purchased the webinar intending to be there but a schedule conflict occurred, our attendee list will show that you did not login so that we know to send you the recording as soon as our IT Department converts it into the appropriate format.

**2. Fees & Registration****How much does it cost to register for the live presentation or to purchase the recording?**

\$40.

**Is there APA accreditation?**

No, not yet. These webinars are offered as information and are accredited for BCIA recertification or to use as a partial fulfillment of the mentoring requirements.

**Do you have a registration cut-off?**

Yes. Online registration is typically closed 30 minutes prior to the start of the webinar; however we've been very generous about taking last minute registrations if we are able.

**Is it ok if I register the day of the webinar?**

Yes we may be able to accommodate you, but we can't promise that the webinar isn't already at capacity nor can we assure that we'll have the time to send you the handouts. Please realize that there may be many other people doing the same thing and it does take time to register you

and make sure that you have received what you need. It is up to you, the registrant, to make sure you receive the web link prior to the start of the webinar.

**How will I receive my invitation?**

After you register at BCIA using our online system, you will receive an email with a receipt showing your purchase. These online orders are not processed automatically. Staff must review and process each one which could take 12 – 24 hours. A few days prior to the webinar start date, you will receive your unique GoToWebinar login link. It is very important to keep this email and not share your login with others as it is unique to you and linked to your purchase.

3. **Evaluation/Exam**

**When will I receive the link to the evaluation/exam?**

Within a few days of the completion of the webinar. Please do not contact the office asking about it unless it has been more than 3 – 5 business days. The exam follows the evaluation.

**Must I complete the evaluation?**

We ask that everybody who attended the presentation complete the evaluation; however, we cannot police it. You MUST complete the evaluation prior to the exam in order to get your ce credit.

**The evaluation asks for my name. Will my comments be shared?**

Yes your comments will be shared, but nobody will know who made them. A summary is pulled and a report is sent to the BCIA Education Chair and to the presenter. No names are included.

**What if I hide my identity and use a fake name or initials?**

If you are not requesting the CE exam, that is fine. If we don't know who completed the evaluation, then we can't offer you ce credit. Additionally we can't respond to you if you have questions or concerns that you wrote in the evaluation.

**Is there a time limit on completing the exam?**

No.

**Do I have to get each exam item correct?**

Yes. In order to receive the next question, you must get the original question right and so on. If you answer incorrectly, you will not be taken to the next question.

4. **Proof of CE**

**Will BCIA send me a ce certificate?**

No. The last page of the exam has a text box and you will be asked to type in your name and print out that screen as shown on the instructions. (Control P)

**What do I need to submit for recertification?**

You will need to collect and save the ce certificate as mentioned above.

5. **Cancellation Policy**

**What if I paid for the webinar but something came up and I could not attend?**

BCIA's goal is to record the webinar and offer it to you at a later time. Our attendance reports show us who was in attendance, how long they were there, and what percentage of the time they had the power points up on their computer screen. This allows us to pull a list of those who could not attend and then send them the link to the recording.