

## **CONTINUING EDUCATION:**

- Participants who want **NBCC** credit will only receive credit for the sessions they attended **live**.
- The only groups **REQUIRED** to take the post-tests for their CEs are those applying for CEs through the **NASW** and **nurses who were not able to attend the class live**, although they are available to everyone to take.
  - To receive CEs from national **NASW**, you will need to take a post-test of **each class**.
  - **Nurses** who are not able to view the live webinar need to complete the *post-test for that class*.
- If you do not see your board mentioned on the training flier under CE information, please contact your state board for CE approval requirements and information.
- Certificates of completion will be issued via email to participants who attend the live webinars or listen to the recording of all eight classes **PROVIDED** they have completed and submitted their final course evaluation and attendance attestations via the google form link given at the end of instruction.
- CE information is provided directly on the Certificate of completion. **We allow up to 4 weeks after the last class for participants to finish the course. Certificates are issued AFTER this time period, and can be expected via email to the email provided to PSI at registration in July.**

## **Accessing the Class & Materials:**

**Zoom is the platform we use for this class. You will be provided a link to register as an attendee for the session. Please note this is different from the registration/payment with PSI.**

Registration for Zoom is free, required and the only way to access the webinars for either live classes or the recordings. Even though there are 8 classes, you only need to register as a Zoom attendee once. Please register for the course on Zoom with the email that you intend to use to access the webinar, considering any internet restrictions your place of employment may have (work vs. personal).

**Google Group: this is an email distribution list and functions as a moderated discussion board for the course.**

Registrants will be directly added by the certificate training managers. You do **NOT** need to access it online, you will get communications to your inbox and can email the group email address.

**Google Course Folder Link: you will be provided a link once the session has started**

In the course folder, you will find a subfolder for each class with the presentation and handouts. There is also a google document with the recording links which is updated after each recording becomes available. The links to each class's recording, post-test, evaluation and materials folder will be sent in an email via the google group list-serv following each live session.

## **FAQs**

**Q: When does the class meet and what topics will be presented?**

A: Class is typically every other week. You can find the **AGENDA** with course dates & topics in the google folder here: [FEB-MAY 2023 Online Certificate Course Materials](#)

**Q: How much work is expected outside of the class time, i.e., writing, discussion, etc. Is there a reading list?**

A: There is pre-reading for each class that averages 20 mins per class – links to materials are sent the Monday prior (1 week in advance).

**Q. If I can't attend live, how long do I have to wait to access the recording?**

A. Links to the recordings will be sent out to participants via email within 48 hours after the live webinar. **The links to all recordings post-tests and evaluations are also on the LINKS document in the course google folder.**

**Q. Is there a time frame by which you need to watch the videos?**

A. Within 4 weeks of the last session, but it's a good idea to aim for watching before the next class if possible.

**Q. How long will I have access to the materials after the course is completed?**

Recordings and materials are accessible via links in the google folder for up to a year. Though you cannot download the recordings, you are welcome to download the materials to review later.

**Q: How many attempts do you have to pass the test if you get a score below 80%?**

A: You have as many chances as you need to reach the 80% on the post-tests. After you take the test, your score is released to you so you can see which answers were not correct, if any. You can go back and take the test again. And you can always write to us, or to the presenter, to ask about questions.

**Q: Can I watch the webinars on my smart phone?**

A: Yes, you can watch live or recorded webinars from your smart phone.

**Q: Where can I find my small group?**

A: The small group listing will be made available in the course folder.

**Q: Am I required to participate in small groups?**

A: We HIGHLY encourage but don't require small group work between each class to review reading material and talk about the prior class's presentation. **You will need to fill out/submit the google form provided during the class to opt-in and be placed in a small group.**

**Q: What if I can't meet with my group in person?**

A; Phone or email correspondence with the group is acceptable.

**General Questions? contact Stacey Porter [stacey@2020mom.org](mailto:stacey@2020mom.org)**

**Certification (PMH-C) questions? contact PSI Certification: [certification@postpartum.net](mailto:certification@postpartum.net)**

**Payment/Receipt questions? contact [psioffice@postpartum.net](mailto:psioffice@postpartum.net)**