



# Welcome to **MBS: The Clear Picture** online course!

This is a 12-hour course, please plan accordingly.

Please read all instructions for logging in and completing this course.

## COURSE DATES

- Course is set up as a 2-week window of access.
- All course windows **begin on a FRIDAY** and remain open for weeks ( *closing will be midnight CST on THURSDAY*).
- If you are not sure of your course dates, please refer to the email titled "Seminar Confirmation and Instructions" or call **888-909-CIAO(2426)**.
- You can begin the course **on** or **after** the start date chosen/assigned.
- You can begin after the course start date, but **MUST** submit your two assignments no later than the **2nd Tuesday** of your 2 week course window. (More information in "**Course Structure**" on **Page 2**).
- You **MUST** finish by the end date of the MBS course chosen/assigned (midnight Thursday).
- PLEASE NOTE: **The MBS course end date will always be prior to your attending the onsite VitalStim course.**
- You will **NOT** be allowed to attend a VitalStim Certification course until the MBS course is complete.
- There is a **\$50.00** administrative fee for any **changes** made to your course date, on or after the start date of the course.

## GETTING STARTED

- Go to the CIAO Seminars home page: **www.ciaoseminars.com**
- Click on the **LOGIN** button

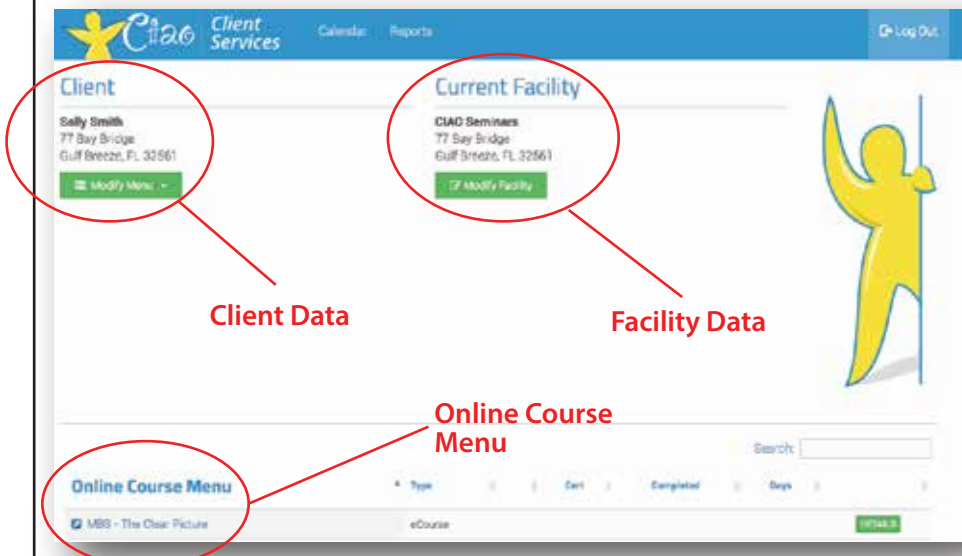


In this area, enter your email address and the password you selected.

If you have not selected or changed a password, please use: **ciaotemp** (all lower case letters).

(You may modify your password on the next screen.)

- When you hit **LOGIN** you will go to the Online Course Menu.



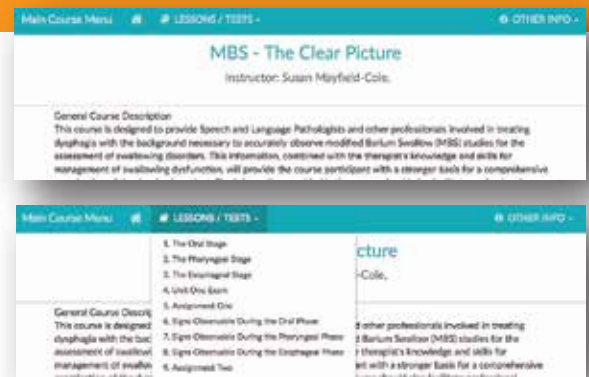
At this screen, you will see your **Client data** and **Facility data** on the left. You may modify any of your information here.

You will also see the **Online Course Menu**. **MBS The Clear Picture** is listed. This menu also gives you the term dates and indicates time you have left.

Click on **MBS The Clear Picture** and you will be taken to the MBS Course Main Menu.

## MBS COURSE MAIN MENU

- This screen is the MBS COURSE MAIN MENU. You should see your instructor's name at the top.
- Please check out the Instructor Bio, FAQ's, and Course Description
- You are now ready to begin the course.
- Begin with Lesson One. The lessons must be completed in the order listed. However, the Assignments can be completed at any time and have a specified deadline for completion. (See Instructions for Assignment Questions below).



## TO CONTINUE AT A LATER TIME

- You do not need to complete the course in one sitting.
- You can re-enter the course and begin where you left off by following the GETTING STARTED instructions.
- You can resume taking the course from any computer with internet access.

## COURSE STRUCTURE

- **Unit 1 – Anatomy Physiology**
  - Lessons 1, 2, 3
  - Quiz for each lesson.
  - You will need to score 80% or above on each of these before being able to advance on to the next Lesson.
  - Currently there are no restrictions on the number of times you can take each quiz.
  - Once you have passed a quiz, a **green check** ✓ will appear next to the Lesson on the MBS Course main menu.
  - **Assignment #1 \*** (see instructions in inset)
- **Unit Exam**
  - Pass with 80% or above to advance or complete the course.
- **Unit 2 – MBS**
  - Lessons 4, 5, 6
  - Quiz for each lesson
  - **Assignment #2 \*** (see instructions in inset)

### INSTRUCTIONS FOR ASSIGNMENT QUESTIONS

- There are two assignments to be submitted to a “live” instructor who will be monitoring your progress through the course.
- This instructor will also be available for questions.
- **Both of the assignments must be submitted no later than the 2nd Tuesday of your 2-week course window.**
- Please allow at least 48 hours for the instructor to read and grade your assignments. **You are responsible for checking the assignments regularly until they are checked as complete.**
- Assignments are **not complete** until they have a green check ✓ next to them.
- The instructor may ask you for additional information and/or clarification of your assignment answer.
- Allow time for clarifications or resubmissions.

## COMPLETING THE COURSE

- The course will be complete when there is a **green check** ✓ next to each Lesson, Unit Exam and Assignment.
- A “Congratulations, You Have Successfully Completed Your MBS Course” message will appear on the screen.
- At the end of the course select “Other Info” on the right.
  1. **Complete the Evaluation form**  
(Fill out and submit online. Required for CEUs)
  2. **Complete ASHA Bubble form**  
(For SLPs only, complete if you want ASHA CEUs. Make sure you have a check mark in the box that asks “Report to ASHA?”)
- Upon completion, your MBS course certificate link will be available to the right of your course title. Just click and print.



Course Name	Click to Begin	Course Type	Term Dates	Term	Completed	Days Left
MBS: The Clear Picture	Ecourse	10/19/12-11/01/12	14 Days	<a href="#">Certificate</a>	<input checked="" type="checkbox"/>	Expired

### \*\*\* What happens if this course is NOT complete by the end of the two week window? \*\*\*

- You will **NOT** be allowed to attend a VitalStim Therapy Specialty course until the MBS course is complete.
- Call CIAO to choose another MBS two week window to complete the course (previous work will **not** be lost).
- There is a **\$50** admin fee to be moved to a new MBS two week window.