

BCM ONLINE CLASS FACT SHEET AND FAQ

STUDENTS: Read this fact sheet carefully. It contains important information about your equipment and connection needs.

Website: www.bcmin.org Email: bcmin@wctc.net

Phone: Home office: 715-423-7190 (M-F 9-12 and 1-4)

Training Center office: 715-341-4445

What classes are offered online, and what classes are on-site only?

Biblical Counseling Ministries, Inc, is a NANC Training Center.

Our NANC-certified classes, with the exception of our seminar and BSK102 (Skill-Building in Biblical Counseling) are offered online.

We normally offer three classes per year (starting in January and running through March or April), with a two-year rotation for a total of six NANC-certified classes, as follows:

Group 1: odd numbered years (2011, 2013, 2015, etc.)

Online and on-site: Basic Skills 101 (BSK101): Introduction to Biblical Counseling

Online and on-site: BSK 501: Case Studies Discussions

On-site only: BSK 102: Skill-Building in Biblical Counseling (on site only)

Group 2: even numbered years (2012, 2014, 2016, etc.)

On-site only: Seminar: “Basic Skills for Giving Wise Counsel”

Online and on-site: Basic Skills 201 (BSK201): Theology of Biblical Counseling

Online and on-site: BSK 301: Topical Applications of Biblical Counseling

Online and on-site: BSK 401: Strengthening Marriages and Families Biblically

Notes about on-site only classes:

- “Basic Skills for Giving Wise Counsel” all-day BCM seminar is offered every two years (*even numbered – 2012, 2014, 2016, etc.*) on the first Saturday in November at Calvary Baptist Church in Wisconsin Rapids, Wisconsin. We offer this seminar on-the-road also. Click on the Training tab at www.bcmin.org for more information.

(Notes about on-site only classes, continued from previous page)

- Basic Skills 102: Skill-Building in Biblical Counseling is offered every other year (*odd-numbered – 2013, 2015, 2017, etc.*) on-site. The class requires student interaction in counseling roles. Currently the class is offered on four consecutive Tuesday evenings from 6:00-8:30 pm. We are considering offering BSK102 as a weekend class starting in 2013.

Where are on-site classes held?

Our November seminar is held at Calvary Baptist Church, 469 Airport Avenue, Wisconsin Rapids, Wisconsin 54494 (715-423-7190).

All other classes are held on site at Grace Baptist Church, 1500 Hoover Avenue, Plover, Wisconsin 54467 (715-341-4445).

How do I register for online and on-site classes?

Online registration is available at www.bcmin.org, or you can print off a registration form from our Training tab (or obtain one via our e-newsletter or BCM info center) and mail in your registration. Be sure to register early. Some classes may require reading or other work to be completed before classes begin.

What will I need to participate in live-streamed (online) classes?

You are probably taking BCM classes online to save time and travel expenses. But in order to have the best experience possible, you must have your computer system adequately equipped before classes begin. You will need:

- High-speed internet connection
- Your active email address supplied to BCM
- Computer that meets the minimum system requirements for Adobe Connect (<http://www.adobe.com/products/adobeconnect/tech-specs.html>)
- Webcam and microphone. (Video and audio connections are both required, so we can see each other and you can see the white board, PowerPoint, etc.) Some computers have built-in webcams and microphones. If yours does not, then you will need an external webcam and a microphone. As you shop, be aware that some webcams have built-in microphones. It is recommended that you use a headset or headphones to minimize echo. One webcam we have found works very well is the Logitech c110m, which sells for ~\$20 at most stores and includes a built-in microphone and a small earpiece.
- Adobe Flash (free download) for video feed

- Adobe Acrobat (free download) for student handbook and other BCM student materials.
- Handbook will be emailed to you. Each student is responsible to print their handbook before class begins. We will follow the handbook in class.
- Class textbook. You are responsible to obtain the required textbook(s) for BCM classes. We recommend shopping at Five Loaves and Two Fish (www.5loavesand2fish.com), Timeless Texts (www.timelesstexts.com), or (for new and used copies) Amazon (www.amazon.com).

Connecting to the class

- We recommend that you do a trial run a week or more before class begins so you can work out equipment and connection difficulties.
- On class days, please plan to connect to Adobe Connect 20 minutes before each class session begins. Exact **class times** are listed on registration forms in our Training Tab at www.bcmin.org . Or you can call our Training Center at 715-341-4445. Usual class times are:
 - Weekend classes: Friday 6:00-8:30 or 6:00-9:00 pm **and** Saturday 8:00am-4:00 or 5:30pm.
 - Evening classes: Tuesdays 6:00-8:30pm
- Video and audio connections are both required so you can see/hear us and we can see/hear you.
- Keep your email accessible so we can contact you in case of technological difficulties. Our email address is bcmin@wctc.net .

Connection instructions will be emailed to you separately once your registration has been received.

What is the connecting source for online live streamed BCM classes?

We will use Adobe Connect.

How can I register for online (live streamed) classes?

Go to the BCM website (www.bcmin.org) and click on “Online Registrations.”

Or print the registration form in the training tab at www.bcmin.org and mail the completed form with payment to the address specified on the form.

Is it okay for students to share a webcam at the same time?

- Yes, but all students and observers must register.
- When you register, please let us know the names of all students and observers who will be sharing the webcam. Unregistered observers forfeit the right to connection for everyone in your group.
- Please choose a leader of your group, who will be responsible for connecting, making sure that only registered students are present, contacting the group with any special announcements (such as cancellation of class), and will be the face in the webcam when other students are not speaking.
- All students addressing the teacher or the class should step up to the webcam and microphone to be visible and audible to the instructor.

What is an “observer”?

An observer is a student who attends one or more class periods for the purpose of watching, not to participate in lessons.

An observer

- must receive express permission from BCM to be present in class
- must register their name, address, and other basic information with the instructor prior to the class period(s) in which they intend to observe. Use of the BCM registration form for that class is preferred.
- may be required to pay a pro-rated amount.

What if I experience technological problems?

- Read the connection instructions that were emailed to you when you registered.
 - Do you have the required equipment?
 - Have you set everything up properly?
 - Have you accessed Adobe Connect correctly?
- Students are responsible to access Adobe Connect 20 minutes before class begins so technological problems may be worked out before class time begins.
- We will have an IT person on site to set up our connection before each class. Email us at bcmin@wctc.net with the subject line “BCM WEB CLASS” if you experience problems. Call 1-715-341-4445 if you do not quickly receive a return email.

What other online help is offered for BCM students?

- We email a student e-newsletter several times per year to keep BCM students updated on class information and other news.
- Advanced BCM students who have successfully completed all six BCM classes and who are pursuing NANC certification may email BCM at bcmin@wctc.net with subject line “BLOG REQUEST” to request an invitation to join our NANC exam blog. This blog assists students to write their NANC entrance exams in theology and counseling.
- Our Recommended Reading List is free and available to print or use online from our Resources tab.