

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: sue@bcmin.org

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 an ACBC (formerly NANC) certified training center. Our ACBC-certified classes, with the exception of our seminar and BSK 102 (Skill-Building in Biblical Counseling) are offered online. ACBC is Association of Certified Biblical Counselors, formerly the National Association of Nouthetic Counselors (NANC). Their name was changed in October 2013.

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 one seminar and six ACBC-certified classes, as follows:

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

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

Online and on site: BSK 501: Case Studies Discussions

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

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

On site only (online TBA): Seminar *Basic Skills for Giving Wise Counsel* (usually in November)

Online and on site: Basic Skills 201 (BSK 201): 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

For more information about these classes and registration, click on the Training tab at www.bcmin.org.

Notes about on-site only classes

- *Basic Skills for Giving Wise Counsel*, our all-day BCM seminar, is offered every two years (*even numbered years—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.
- *Basic Skills 102: Skill-Building in Biblical Counseling* is offered every other years (*odd-numbered years—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 p.m. We plan to offer BSK 102 as a weekend class beginning in 2013.

Where are on site classes held?

- Our **seminars** are 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?

- Go to the BCM website (www.bcmin.org) and click on “Online Registrations” to register online.
- Or you can mail in your registration by printing a registration form from our training tab (or obtain one via our enewsletter or BCM info center), fill it out and mail it with your registration fee.
- Be sure to register early. Some classes may require reading or other work to be completed before classes begin.

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

We will use Adobe Connect.

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

Equipment List:

- High-speed internet connection
- Computer that meets the minimum system requirements for Adobe Connect (<http://www.adobe.com/products/adobeconnect/tech-specs.html>)
- Sound device with headphones/speakers and microphone (headphones or a headset are recommended to minimize echo)
- Webcam (we recommend the Logitech c110m, which sells for about \$20 at most stores and includes a built-in microphone and a small earpiece).
- To reduce feedback and echo, it is recommended that each Adobe Connect attendee wear a pair of headphones. In the case of multiple students connected from one computer, multiple pairs of headphones will need to be connected simultaneously. To do this, you may need to purchase a headphone splitter like this:

<http://www.walmart.com/ip/Belkin-Speaker-and-Headphone-Splitter-White/17771333>

Headphone splitters can be chained if needed for accommodating more than two sets of headphones, but the volume will decrease each time.

- If absolutely necessary, you can use a set of speakers, but you will need to keep your microphone muted to avoid a feedback loop. Prior to speaking, you will need to turn down or mute the speakers each time you unmute your microphone to avoid a feedback loop.

Connecting to the class:

- **Connection instructions will be emailed to you separately once your registration has been received.**
- 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 no later than 20 minutes before each class session begins. Exact **class times** are listed on your registration form. You can view a registration form in the training tab on our website at www.bcmin.org. Or you can call our Training center at 715-341-4445. Usual class times are:
 - Weekend classes: Friday 6:00pm-8:30pm or 9:30pm AND Saturday 8:00am-4:30pm or 5:30pm.
 - Evening classes: Tuesdays 6:00-8:30pm

- NOTE: Our master class schedule may have changed. Times listed on the registration form are correct.
- 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 sue@bcm.in.org.

Is it okay for students to share a webcam and computer?

- Yes, but all students and observers must register.
- When you register, please give us the names of all students and observers who will be sharing the webcam. Unregistered observers forfeit the right to connect 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 classes), 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 activate their microphone to be visible and audible to the instructor and their class.

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 or assignments.
- 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 and internet service?
 - Have you set everything up properly?
 - Have you accessed Adobe Connect correctly?
- Students are responsible to access Adobe Connect no later than 20 minutes prior to the start of the class period 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 sue@bcm.in.org 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 about class information and other news. Students can also receive our general monthly e-newsletter by emailing us at sue@bcm.in.org with the subject line ENEWSLETTER.

- Advanced BCM students who have successfully completed all six BCM classes and who are pursuing ACBC certification may email BCM at sue@bcmin.org with subject line “BLOG REQUEST” to request an invitation to join our ACBC exam blog. This blog assists students to write their ACBC entrance exams in theology and counseling.
- Our Recommended Reading List is free and available to print or use online from our Resources tab at www.bcmin.org.