

## WHAT YOU SHOULD KNOW

### Clinical Supervision Series

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Behavioral Health Springboard  
School of Social Work, UNC Chapel Hill 325 Pittsboro Street, CB 3550 Chapel Hill, NC 27599-3550  
Phone: 919-843-3018 • Fax: 919-962-6562 • Web: <http://bhs.unc.edu>

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**Registration Confirmation:** We will confirm your registration by email after payment is received. Successful completion includes full attendance for the entire day.

#### In the Training Room

- In case of emergency exits will be announced.
- Cell phones and pagers should be turned off or placed on vibrate. Please step outside of the room if you need to make a phone call for work or personal reasons.
- For identification purposes, please wear your name tags at all times.
- There will morning and afternoon 15 minute breaks with coffee and snacks provided. There will be a 1 hour lunch break, but lunch **will not** be provided.
- Successful completion includes full attendance for the entire day. Sign-in at the registration area are required at the beginning of day (between 8:30-9:30am) and at the in the afternoon (12:45pm – 1:00pm).
- You must stay for the duration of the full day period (9:00am-4:30pm) and sign in and out at the beginning of morning and afternoon sessions for credit hours.
  - If you miss more than 30 minutes of the training you will not be able to receive credit, no partial credit is given.
- Jameceia Holliday will be on-site till 1:30pm to help, if you have any questions or concerns please check in with her.

#### Evaluations and Certificates

- Within 7 days of the conclusion of the event, you will receive an email notifying you that the evaluations and certificates are ready. The email will include a link to <https://bhs.unc.edu> where you can login using the username and password you chose at registration. Once you have logged in, you will see the training titles listed under "My Courses" on the left side. After clicking on the link, you will be taken to another page where you can click the link to the event evaluation. Once you have completed and submitted your evaluation, you can click on the link to access the Certificate of Completion. Your Certificate will emailed to you as a PDF document.
- Please make sure to also check your spam box, even though it is from a UNC e-mail address.
- This online evaluation and certificate is personally linked to you only and cannot be utilized by others.
- The evaluation will be available online for 14 days after the e-mail link is sent.
- If you have any questions or do not receive the e-mail, please email: [bhrp-support@listserv.unc.edu](mailto:bhrp-support@listserv.unc.edu).