

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

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

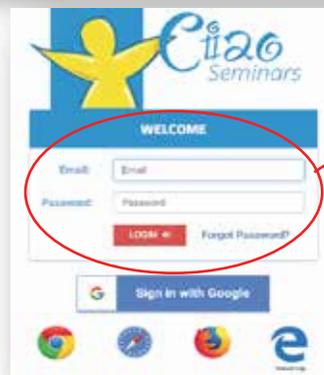
Please read all instructions for logging in and completing this course.

## COURSE DATES

- Course is set up as a two-week window of access.
- All course windows begin on a Friday and remain open for 14 days (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 1-888-909-CIAO (2426).
- You may begin on or after the start date chosen/assigned.
- You may begin after the course start date.  
You **MUST** finish by the end date of the MBS course chosen/assigned (midnight Thursday CST).
- 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 Therapy course until the MBS course is complete.
- There is a \$25.00 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](http://www.ciaoseminars.com)
- Click on the LOGIN button.

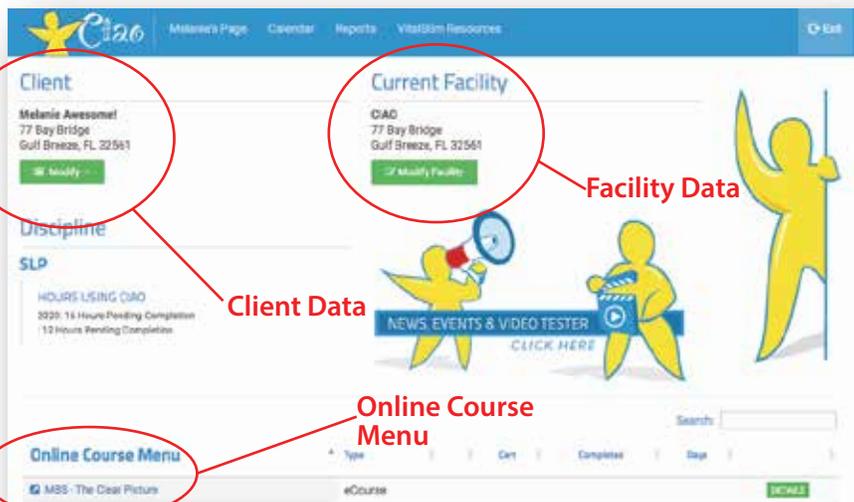


In this area, enter your email address and the password you selected during registration

If you have not selected or changed a password, please use: **ciaotemp**

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

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



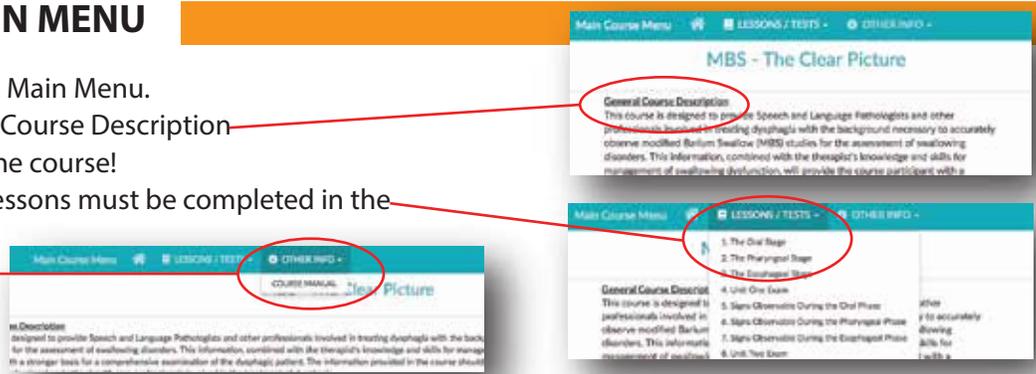
At this screen, you will see your **Client data** and **Facility data**. You may modify any of your information here.

You will also see the **Online Course Menu**. *MBS: The Clear Picture* will be listed below. This menu also indicates the number of days 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.
- Please check out the General Course Description
- You are now ready to begin the course!
- Begin with Lesson One. The lessons must be completed in the order listed.
- Locate course manual here

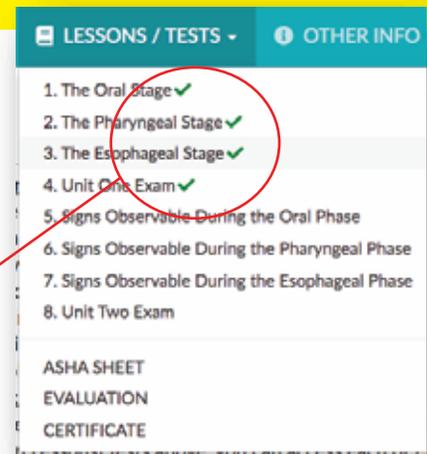


## TO CONTINUE AT A LATER TIME

- 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 on Page 1.
- You can resume taking the course from any computer with internet access.

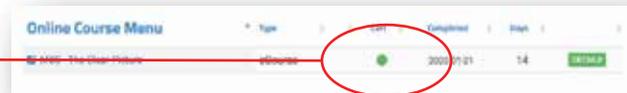
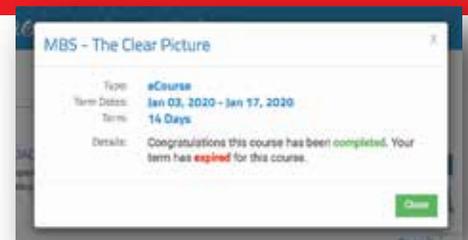
## COURSE STRUCTURE

- **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.
- **Unit 1 Exam**
  - Pass with 80% or above to advance or complete the course.
- **Unit 2 - MBS**
  - Lessons 4, 5, 6
  - Quiz for each lesson



## COMPLETING THE COURSE

- The course will be complete when there is a green check ✓ next to the Lesson and Unit Exam.
- A "Congratulations, this course has been completed" message will appear on the screen.
- At the end of the course, select "Lessons/Tests."
  1. **Complete ASHA Bubble form**  
(For ALL DISCIPLINES, complete this form. If you wish to receive ASHA CEUs, make sure you have a check mark in the box that asks "Report to ASHA?")
  2. **Complete the Evaluation form**  
(Fill out and submit online. **Required for CEUs.**)
- Upon completion, your MBS course certificate link will be available to the right of your course title. Just click and print.



- **\*\*\* What happens if this course is NOT completed 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 \$25 admin fee to be moved to a new MBS two-week window.