

TCOM Certification and Re-certification Policy

Certification and Re-certification

- 1) Attend live TCOM training or participate in the online training <https://www.schoox.com/login.php>
- 2) Pass the online certification test with a score of .70 or higher on one or more of the tools utilized in the County of Santa Clara (Comprehensive 5+, Early Childhood [EC], CAT, ANSA).
 - For the County of Santa Clara, you must be certified in each TCOM tool you utilize. If you are certified in CANS 5+, CANS EC, or CAT, but will be completing ANSA, you must also get certification in the ANSA. Your current log-in and coupon code associated with your email address covers all tools.
- 3) **Annual re-certification** is required by the anniversary date of previous certification. CANS should not be used if your certification has expired. **It is the responsibility of the program or agency to track certification status.**

Staff are not to complete a TCOM tool without current certification

County personnel are unable to help with the training & certification website. Please contact one of the below for support:

- Online training platform (Schoox), please reach out to the support team at: support@TCOMTraining.com
- Live training please reach out to the support team at: livetraining@TCOMTraining.com
- Coaching Support for TCOM Certification please reach out to our coaching team at: Coaching@TCOMtraining.com

Trainings & Testing

GENERAL TCOM USE

- Attend a live CANS training through:
 - [Learning Partnership/County of Santa Clara BHSD](#)
 - Have an in-house trainer provide live training (see below for trainer qualifications)
 - Attend a training at the annual TCOM Conference
- NOTE:** Following any live training, attendees must then test online at <https://www.schoox.com/login.php>. A coupon code is required to become certified.
- Access to general online training, certification & re-certification tests for Santa Clara County is obtained by purchasing coupon codes from the Praed Foundation/University of Kentucky Center for Innovation in Population Health. Codes are \$16/person for group (5 or more) rate, while individual rate is \$20/person for an annual subscription (as of 6/13/24).
 - Coupon codes are purchased by contacting Troy Robinson at tlro222@uky.edu. When contacting for coupons, please be sure and provide the following information:
 - Jurisdiction Name (California--Santa Clara County)
 - Agency Name
 - Number of codes needed
 - Method of Payment (credit card or check)
 - Users enter a new code when they recertify. If they are not being prompted to enter a code when they go to recertify, then they are recertifying too early. New codes are required annually. It is the responsibility of the program or agency to purchase coupons for their staff.

Trainer Certification & Re-Certification Steps

TCOM Trainers

- 1) Pass the CANS certification test with a score of .80 or higher;
 - a. Score of .80 is required on all variations of the tools that the trainer will be training on, such as:
 - CANS: Comprehensive 5+
 - CANS: Early Childhood (EC)
 - ANSA: Adult Needs & Strengths Assessment
 - Crisis Assessment Tool (CAT)
- 2) Attend two-day Train-the-Trainer workshop;
- 3) In addition to participating in the workshop, **within 2 weeks** submit to University of Kentucky trainer:
 - a. articulate an introduction to TCOM and the CANS/ANSA to be delivered to clients and their families;
 - b. develop examples of the Six Key Principles of a communimetric tool;
 - c. develop domain level mini vignettes to help identification of specific domain items & determine action levels;
 - d. develop and submit one original vignettes with recommended action levels and rationale using the CANS;
 - e. develop a treatment plan using the corresponding action levels from the trainer developed vignette.
- 4) Once certified, all trainers will be provided access to the Certified Trainer site on CANStraining.com.
- 5) Certified Trainers are to re-certify annually via the online test to maintain their trainer status. Certified Trainer annual re-certification requires reliability score of .80.
- 6) Attendance at the annual TCOM Conference once every 2-3 years is highly recommended to remain current.