

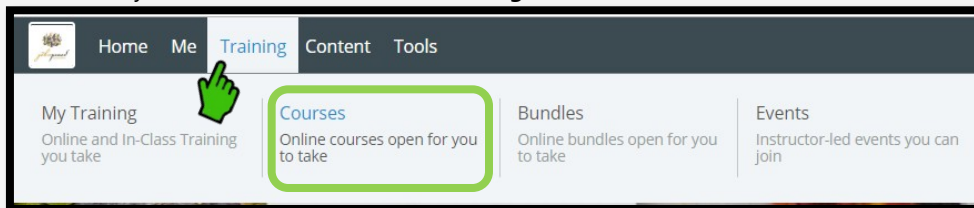


Recertification Guide-Illinois

This resource is for users who have already completed certification in the past calendar year and need to renew their certificate.

ACCESSING/TAKING THE RECERTIFICATION EXAM

1. Login to <https://www.tcomtraining.com> with your email/username & password.
2. To return to your certification course, navigate to the training tab and click "Courses" as shown below.
3. To locate your course, hover over the **Training** tab and click **Courses** as shown below.



4. Select the course you need to re-certify in



You can now review the materials/steps OR jump straight to the final exam.

5. The last steps of the course are the Practice and Certification Exams. These are divided up into the following age groups.

COURSE: IM+ CANS

- Practice Exam 0-5 Years
- Certification Exam 0-5 Years
- Practice Exam 6-20 Years
- Certification Exam 6-20 Years
- Practice Exam 21+ Years
- Certification Exam 21+Years


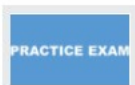
COURSE: IM-CAT

- Practice Exam 0-20 Years
- Certification Exam 0-20 Years
- Practice Exam 21+ Years
- Certification Exam 21+ Years

- ❖ Users will need to obtain a .70 or higher on their certification exam for a certificate to be issued.
- ❖ You may **choose** to take a test for more than one age group, but you are only **required** to be certified on **one age group**. The certificate will show the name of the **course**, not the specific age group you certify in.



6. Users will need to recertify in the Exam that is most applicable to their work. For example: Users who work with young children 0-5 years will recertify in Certification Exam 0-5 Years.
- NOTE: If your certification has not expired your exam will show at 100% complete and your prior score will be listed.
 - To start your exam click on the exam name for the Certification exam you would like to start.
 - Read the Vignette Assumption
 - Select "Retake Vignette"

	 Vignette 1 Practice Exams 0-5 Years <small>Please print out the manual prior to taking this exam so that you can reference it during the practice exam. You can print the manual out by clicking on 'supplemental material' and downloading it.</small> <ul style="list-style-type: none">• Practice	
	 Vignette 2 Certification Exams 0-5 Years <small>Please print out the manual prior to taking this exam so that you can reference it during the certification exam. You can print the manual out by clicking on 'supplemental material' and downloading it.</small> <ul style="list-style-type: none">• Final Exam	
	 Vignette 3 Practice Exam 6 Years -20 Years <small>Please print out the manual prior to taking this exam so that you can reference it during the practice exam. You can print the manual out by clicking on 'supplemental material' and downloading it.</small> <ul style="list-style-type: none">• Practice	
	 Vignette 4 Certification Exams 6-20 Years <small>Please print out the manual prior to taking this exam so that you can reference it during the certification exam. You can print the manual out by clicking on 'supplemental material' and downloading it.</small> <ul style="list-style-type: none">• Final Exam	
	 Vignette 5 Practice Exam 21+ Years <small>Please print out the manual prior to taking this exam so that you can reference it during the practice exam. You can print the manual out by clicking on 'supplemental material' and downloading it.</small> <ul style="list-style-type: none">• Practice	
	 Vignette 6 Certification Exams 21+ Years <small>Please print out the manual prior to taking this exam so that you can reference it during the certification exam. You can print the manual out by clicking on 'supplemental material' and downloading it.</small> <ul style="list-style-type: none">• Final Exam	

TIPS and HINTS:

- All Manuals and course materials are under the 'Supplemental Materials' on the course toolbar.
- Reference the "TCOM Training Tips" and "Needs and Strengths" handout for support also located in 'Supplemental Materials.'
- Take Practice Test before certification!
- Users having trouble logging in or accessing their account can email our support team at: Support@TCOMTraining.com