



THE *johnpraed* FOUNDATION

Online Academy



## TCOM Training Quick Guide-Illinois

**NEW USER REGISTRATION** (Please note this is separate from your registration for the live training. Enrolling and attending the live training does not sign you up for the platform automatically).

1. Enter <https://www.tcomtraining.com> into your browser.
2. Click the "Sign Up" link above the login field.
3. Input the following \*required\* information:

- First Name
- Last Name
- Email
- Password
- Country
- Region
- Agency (Type your agency name in and it will pre-populate as you type). Be sure to select the agency that is correct. The agency will say "Behavioral Health" Or "Crisis Only" at the end, select the one that you fall under.
  - Choose Behavioral Health for general assessment using the IM+CANS or if you will be using the IM+CANS and the IM-CAT
  - Choose Crisis Only for crisis assessment using the IM-CAT; do not choose this option if you will also be using the IM+CANS
- Users having trouble Registering can email our support team at: [Support@TCOMTraining.com](mailto:Support@TCOMTraining.com)

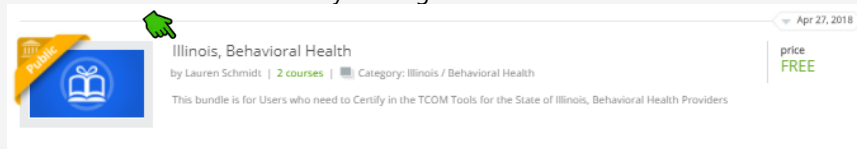
4. Complete the "I'm not a robot" verification and click "Sign Up Now."

### **ENROLLING IN YOUR COURSES**

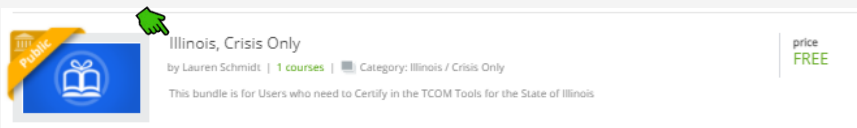
1. To select your bundle, hover over the **Training** tab and click **Bundles** as shown below.



2. Select the **Bundle** of courses by clicking on the name of the bundle.



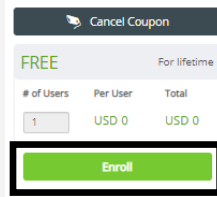
**OR**





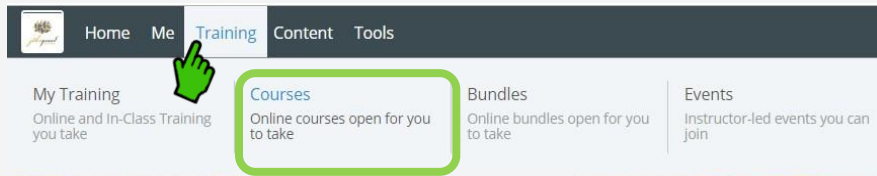
3. Enrolling in your Bundle

- Click the green **Enroll** button, this will enroll you in all of the courses within the bundle.

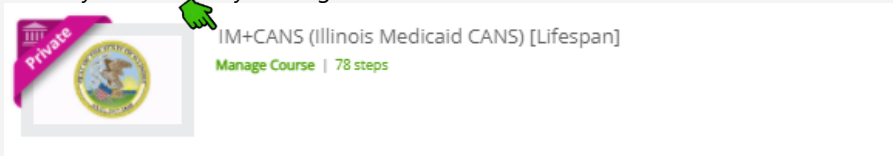


## **ACCESSING/TAKING THE CERTIFICATION EXAM**

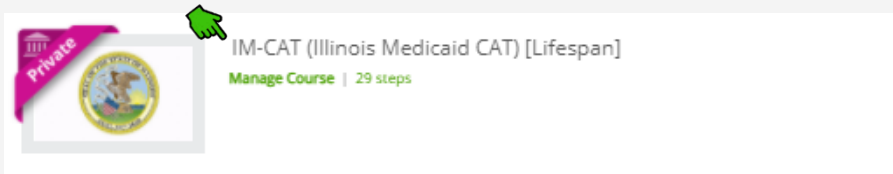
1. To locate your course, hover over the **Training** tab and click **Courses** as shown below.



2. Access your **Course** by clicking on the name of the course.



**OR**



- After opening the course you will scroll down to the last two steps within the course (Please note: These instructions are for taking the test but the expectation is that prior to test-taking you will review relevant sections of the course in order to prepare for the test).

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

**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.



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4. Users will need to certify in the Exam that is most applicable to their work. For example: Users who work with young children 0-5 years will take the Practice Exam 0-5 Years then the Certification Exam 0-5 Years.

- To start your exam click on the Exam name for the Practice or Certification exam you would like to start.
- Read the Vignette Assumption
- Select "Start Vignette"

	 Vignette 1 Practice Exams 0-5 Years	
	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.	
	<ul style="list-style-type: none"><li>• Practice</li></ul>	
	 Vignette 2 Certification Exams 0-5 Years	
	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.	
	<ul style="list-style-type: none"><li>• Final Exam</li></ul>	
	 Vignette 3 Practice Exam 6 Years -20 Years	
	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.	
	<ul style="list-style-type: none"><li>• Practice</li></ul>	
	 Vignette 4 Certification Exams 6-20 Years	
	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.	
	<ul style="list-style-type: none"><li>• Final Exam</li></ul>	
	 Vignette 5 Practice Exam 21+ Years	
	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.	
	<ul style="list-style-type: none"><li>• Practice</li></ul>	
	 Vignette 6 Certification Exams 21+ Years	
	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.	
	<ul style="list-style-type: none"><li>• Final Exam</li></ul>	

- NOTE: The Exams have a two hour time limit. If you exceed the time limit you will need to need to restart with a new exam.
- NOTE: If Re-certifying, your exam will show at 100% complete and your prior score will be listed. You will click on the Certification Exam and select "Retake Vignette".

5. Once you finish your Certification Exam your score will show immediately.

6. Once you earn a passing score on the Certification Exam you can view your certification by hovering over the **Me** tab on the top toolbar and selecting **My Certificates**.

NOTE: Users having trouble logging in or accessing their account can email our support team at: [Support@TCOMTraining.com](mailto:Support@TCOMTraining.com)



www.TCOMTraining.com

e: [support@TCOMTraining.com](mailto:support@TCOMTraining.com)