TCOMTraining Quick Guide- General

NEW USER REGISTRATION

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)

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

ENROLLING IN YOUR COURSES

1. To select your bundle, navigate to the training tab and click "Bundles" as shown below

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

Bundle Name (This is different per locality)
by Cory Strawbridge | 3 courses | Category: California / Behavioral Health- Los Angeles County

price
12$

Behavioral Health providers in Los Angeles County are required to take the 'California Integrated Practice CANS Los Angeles County' course. The California Integrated Practice CANS contains all the items in the California CANS 50, and includes trauma exposure items and a section for children...

3. Purchasing your Bundle
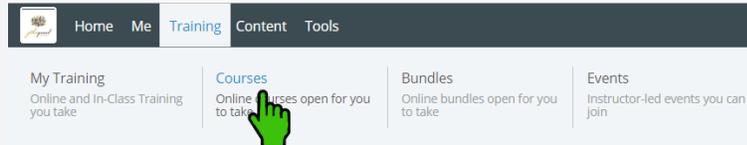
   a. If you have a code:

      i. Enter the code and click "Redeem"

      ii. View adjust price (or free) and click "Enroll"

   b. If you do not have a code select "Buy Now"
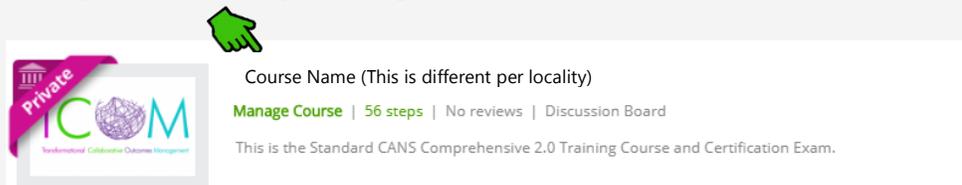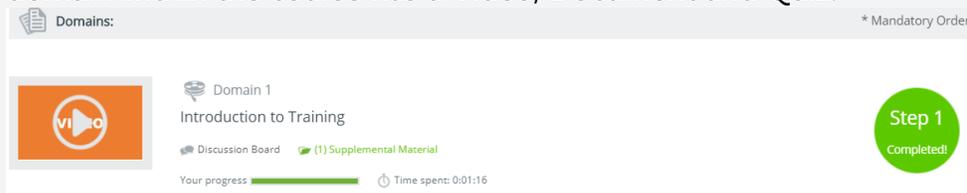
TAKING YOUR COURSE/CERTIFICATION

1. To select your course, navigate to the training tab and click "Course" as shown below.

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

Course Name (This is different per locality)

Manage Course | 56 steps | No reviews | Discussion Board

This is the Standard CANS Comprehensive 2.0 Training Course and Certification Exam.

3. After opening the course you will start with Step 1. Once you complete a step the step will turn green and indicate "Completed" you can then proceed to the next step. Each domain within the course has a Video, Document and Quiz.

4. The last two steps of the course are the Practice and Certification Exam.
   - To Start your exam click on the Exam name
   - Read the Vignette Assumption
   - Select "Start Vignette"
   - 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 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 clicking on the "ME" tab on the top toolbar and selecting "My Certificates".

www.TCOMTraining.com
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