



THE *johnpraed* FOUNDATION

Online Academy

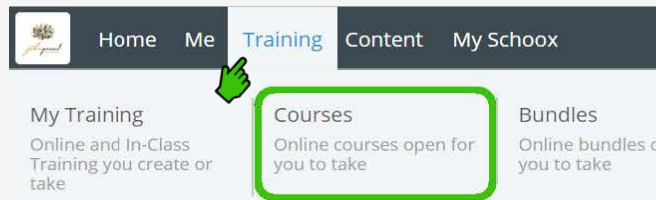


RE-CERTIFICATION

Certificate expired and time to re-certify?

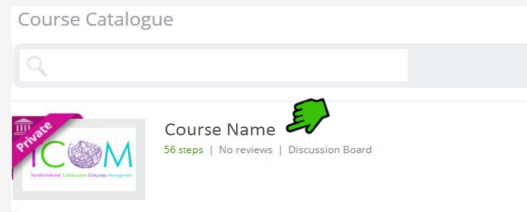
This resource is for users who have already completed certification in the past calendar year and need to renew their certificate.

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.



Note: If you're recertifying in a different version of the CANS, start with "Bundles" and then "Courses" - Select the course that best aligns w/ the CANS version you'll be using. This will give you access to the proper online training modules and supporting materials (manual). Per Praed, once you're certified in one CANS version, you're certified in them all.

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



You can now review the materials/steps OR jump straight to the final exam which is the last step in the course.



**If your certification has not expired, your best score will be shown from the previous year. Go ahead and click on "Certification Exam" and click "retake vignette" to re-certify early.*

- 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!