The TCM Enhanced Knowledge Certificate is designed to provide Targeted Case Managers working in the network the same opportunity for professional training and enhanced job skills as newly hired TCMs. It includes a combination of reading content and online courses through Relias. To receive the TCM Enhanced Knowledge Certificate, all required courses and a minimum of 4 elective courses must be completed within 12 months of enrollment.

This form will be used to track course completion dates. When all of the required and the minimum number of elective courses have been completed, please submit this certificate form to your supervisor. Upon verification of completed courses and all applicable work, this form will be sent to the TCM Coordinator at Sedgwick County Developmental Disability Organization and a certificate will be awarded.

**Employee Information**

Name: Click here to enter name. TCM Agency: Click here to enter name.

E-Mail: Click here to enter email. Supervisor Name: Click here to enter name.

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| **Date Completed**  | **Course Title** |
| **Required Courses (Due Click here to enter date.)** |
| Click here to enter a date.  | SCDDO TCM Rules of Conduct (1hr) |
| Click here to enter a date. | SCDDO BASICS to BASIS (1hr) |
| Click here to enter a date. | An Overview of Different Types of Disabilities (1hr) |
| Click here to enter a date. | Applying Ethical Decision-Making in Clinical Practice (1hr) |
| Click here to enter a date. | Communication and Conflict Management Skills (.75hr) |
| Click here to enter a date. | Essentials of HIPAA (.5hr) |
| Click here to enter a date. | Maintaining Professional Boundaries (.5hr) |
| Click here to enter a date. | Overview of Abuse and Neglect of Individuals with IDD (1hr) |
| Click here to enter a date. | Person-Centered Planning (1.75hr)  |
| Click here to enter a date. | Person-Centered Thinking (.5hr) |
| Click here to enter a date. | Providing Customer Service (.25hr) |
| Click here to enter a date. | Rights of Individuals with IDD (.75hr)  |
| Click here to enter a date. | Rights Restrictions in IDD Services (.5hr) |
| Click here to enter a date. | The Basics of Ethical Decision Making (.5hr) |
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**Elective Courses (complete a minimum of 4 classes, at least one course from each section is required)**

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| **Date Completed** | **Course Title** |
| **Lunch and Learn session provided by SCDDO (1hr per session)** |
| Click here to enter a date. | Click here to enter title. |
| Click here to enter a date. | Click here to enter title. |
| Click here to enter a date. | Click here to enter title. |
| **Date Completed** | **Course Title** |
| **Trauma Informed Systems of Care** |
| Click here to enter a date. | Trauma-Informed Systems of Care- Direct Care Focus (4hr) \* will count as two trainings |
| Click here to enter a date. | Trauma-Informed Care 101: Basics of Trauma and the TIC Framework (1.5hr) |
| **Date Completed** | **Course Title** |
| **Other electives** |
| Click here to enter a date. | Safety in the Field (2.5hr) |
| Click here to enter a date. | Introduction to Motivational Interviewing (2hr) |
| Click here to enter a date. | Other Relias Course (at least 1 hour) Click here to enter title. |
| Click here to enter a date. | Other Relias Course (at least 1 hour) Click here to enter title. |
| Click here to enter a date. | Other Relias Course (at least 1 hour) Click here to enter title. |
| Click here to enter a date. | Other Relias Course (at least 1 hour) Click here to enter title. |
| Click here to enter a date. | Other Relias Course (at least 1 hour) Click here to enter title. |
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| **For SCDDO Use Only** |
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| **Certificate Approved** [ ]  **Yes** [ ]  **No** |
| **Date Received:** Click here to enter a date. |
| **Date Approved:** Click here to enter a date. |
| **Completed By:** Click here to enter name. |