The TCM Advanced Learning Certificate is designed to provide continued education to Targeted Case Managers while enhancing their professional development. The courses offered are online courses through Relias Learning. To receive the TCM Advanced Learning Certificate, all required courses and a minimum of 6 elective courses must be completed.

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 form to your supervisor. Upon verification of completed courses and any 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** |
| Click here to enter a date. | Assistive Technology in IDD (.5hr) |
| Click here to enter a date. | Choice Making for People with IDD (.75hr) |
| Click here to enter a date.  Click here to enter a date. | Effective Teamwork (.5hr)  Effective Team Communication (.5hr) |
| Click here to enter a date. | Encouraging Client Independence (1hr) |
| Click here to enter a date. | Overview ofPerson First Language (1hr) |
| Click here to enter a date. | Planning and Organizing Meetings (1hr) |
| Click here to enter a date. | Positive Behavior Support Planning – Part 1 (2hr) |
| Click here to enter a date. | Positive Behavior Support Planning – Part 2 (2.25hr) |
| Click here to enter a date. | Supporting Self-Advocacy in Employment (.5hr) |
| Click here to enter a date. | Transition to Adulthood – Child Services to Adult Services (1.5hr) |
| Click here to enter a date. | Transition to Adulthood – School to Employment (1.25hr) |
| Click here to enter a date. | Use of Psychotropic Medications in IDD (.75hr) |
| Click here to enter a date. | Writing and Monitoring Goals for Person-Centered Plans (1.25hr) |

**Elective Courses (complete a minimum of 6 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 (1.5hr 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. | A Client’s Experience of Trauma-Informed Care (1.25hr) |
| Click here to enter a date. | Implementation of Trauma-Informed Care Systems (1hr) |
| Click here to enter a date. | Trauma-Informed Supports (.75hr) |
| **Date Completed** | **Course Title** |
| **Other electives** | |
| Click here to enter a date. | Change Management: Leading Change (1hr) |
| Click here to enter a date. | Crisis Intervention for Individuals with Developmental Disabilities (.75hr) |
| Click here to enter a date. | Supporting People with IDD and Mental Health Conditions (1hr) |
| 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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| 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** |
|  |
| **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. |