



THE *johnpraed* FOUNDATION

Online Academy

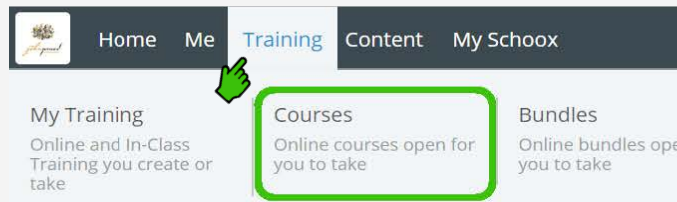


## RE-CERTIFICATION

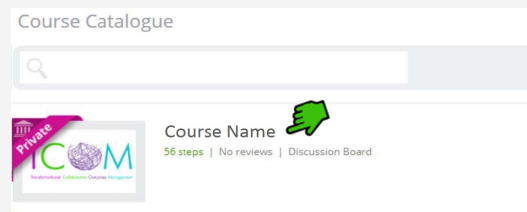
Certificate expired and time to re-certify?

*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.



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!