

# Texas Prevention Training

## Frequently Asked Questions (FAQs)

### Trainings

#### **What trainings are required for each program?**

Please review your statements of work and program guide, then contact your program specialist. If you have any further questions.

#### **How do I request training that I am not seeing on the upcoming training calendar?**

Email Texas Prevention Training at [tpt@carecq.com](mailto:tpt@carecq.com).

### Event Registration

#### **How do I register for a TPT hosted event/training?**

To register for an event/training hosted by Texas Prevention Training, visit the **Event Calendar tab**, select the training you wish to attend, at the bottom of the event page you'll find the registration link.

Once you complete and submit your registration, you will receive a confirmation email letting you know you have been approved to attend the event/training. For any questions, please contact [tpt@carecq.com](mailto:tpt@carecq.com).

#### **Can I register as an individual or do I need to register my team/group as a whole?**

Each registration should be completed with the email address associated with the listed participant. This will help with distribution of participant continuing education certificates.

### Continuing Education Certificates

#### **How do I get continuing education hours for training?**

You must participate during the entire training and complete the training evaluation at the end. TPT will email you a certificate upon completion of your certificate.

#### **How do we document our staff's completed training and certification for HHSC?**

As stated in your contract, keep records at your organization of all training and certifications completed by your staff.

#### **I can't find a certificate to a training I attended - How can I request a copy of my certificate?**

If you ever realize you're unable to locate a certificate for a training you attended through Texas Prevention Training, please email us at [tpt@carecq.com](mailto:tpt@carecq.com) and include the date and name of the training you attended.