

# 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?**

Contact the Public Relations (PR) Coordinator at the [Prevention Resource Center \(PRC\)](#) in your region. Your PR Coordinator will send all requests for additional training to Texas Prevention Training (TPT).

### 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@carecg.com](mailto:tpt@carecg.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 (when joining a live, virtual training you must participate on camera) and then complete the training evaluation at the end. TPT will email you a certificate within 22 business days/30 days from event.

#### **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?**

We all lose track of certificates at one point in time. 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@carecg.com](mailto:tpt@carecg.com) and include the date and name of the training you attended. Once we receive your email, it will take us no more than two business days to respond and include your certificates.

## Youth Mental Health First Aid Training

### **Are Mental Health First Aid Trainings offered through Texas Prevention Training?**

Yes, TPT offers a minimum of two Youth Mental Health First Aid trainings per year. View the training calendar to sign up for upcoming training.

Alternatively, this training may be coordinated through your [region's PRC](#), [Local Mental Health Authority](#), or other qualified sources.

## Youth Prevention Curriculum

### **Can I modify curriculum content or delivery method?**

Check this list to see if modification has already been approved or if there is a modification that could be used and has already been approved by HHSC (Health & Human Services Commission) and curriculum developer. If this modification has not been approved follow the below procedure:

- Assess or check whether the modification has already been requested and approved by the curriculum developer.
- Can one of the modifications already approved be used?
- If an unapproved modification is still needed contact Claire Jamison at HHSC at [Claire.Jamison@hhs.texas.gov](mailto:Claire.Jamison@hhs.texas.gov) to request modification.
- Once modification has been requested and HHSC has approved, Texas Prevention Training (TPT) will contact curriculum developer.
- Once notification, approval, or denial is received from curriculum developer, TPT will notify HHSC and requestor.