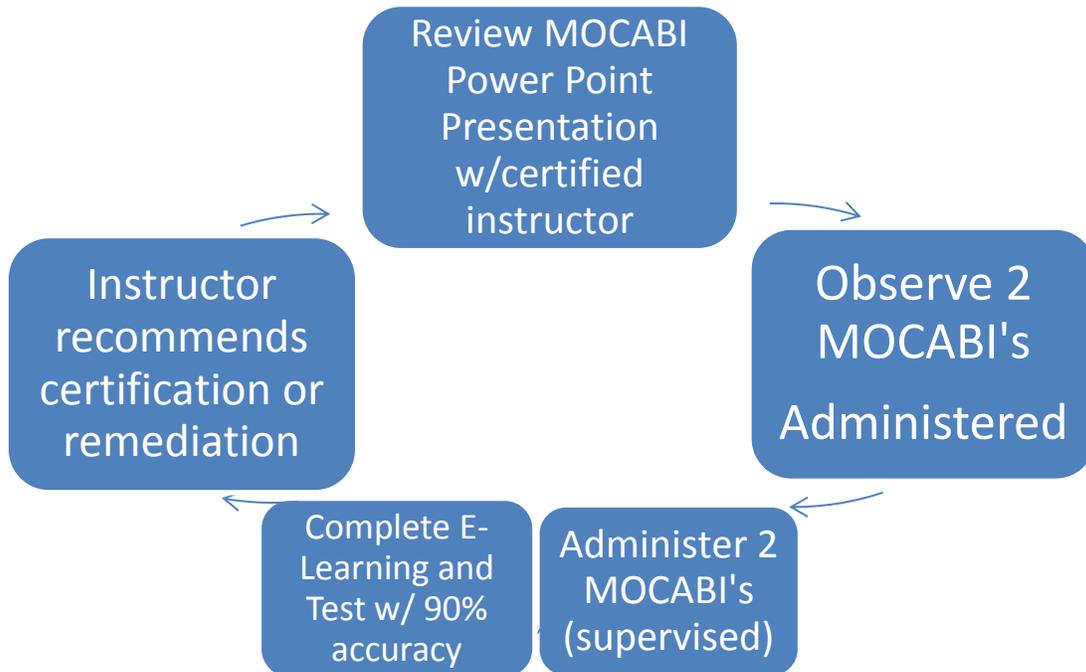


MOCABI CERTIFICATION PROCESS



- ∞ Certification as a Trainer will require participation in Face to Face power point training with the State-wide Trainers. Then completion of the MELS Video & test with at least 90% accuracy.
- ∞ Each agency (Regional Office and TCM) is allotted 2 trainers only.
- ∞ Certification as an Administrator I will require participation in Face to Face power point training with a certified trainer, MELS MOCABI Video & test with at least 90% accuracy.
- ∞ If the administrator doesn't get 90% accuracy, they will not be permitted to take the test again for 10 working days, but will continue with step 5. Remediation – the trainer will review the MOCABI training (using the materials provided) with the interviewer, answer questions and observation of another MOCABI being completed.
- ∞ If the administrator doesn't get 90% accuracy on the second attempt, the staff will have another 10 working days before they can retake the test. In the next 10 working days the trainer will provide remedial instruction and additional observation(s) will be completed by the trainer. A decision will be made jointly by the trainer and the State-Wide Trainer for that area to allow the staff member a chance to make a 3rd attempt at passing the test.
- ∞ A database of certified MOCABI trainers and administrators will be maintained by the Division of DD.
- ∞ Certification for Trainers and Administrators will occur on even years (2014, 2016 & etc.), there will be a training for new trainers on an annual basis (April) to give agencies the opportunity to replace trainers that have left over the past year.
- ∞ TCM entities are not required to identify an internal staff member to be a trainer for their organization. In such cases, the trainer from the local Regional Office will be utilized.
- ∞ If a TCM agency loses their designated trainer, then the Regional Center will step in as trainer until a replacement has been trained. Train the Trainer certification will be offered annually.