

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



March 26, 2004

TC LETTER: 04-03

CHILD SUPPORT TRAINING COORDINATORS

SUBJECT: TCP DELEGATED TO LCSA

Local Child Support Agencies (LCSA) have expressed the need to replenish their pools of Department of Child Support Services (DCSS) certified trainers to assure that they have adequate staffing to present required training. Due to budget constraints at both the state and county levels, DCSS has decided to delegate the certification of trainers to the LCSAs. The complete Trainer Certification Program (TCP) curriculum has been posted on the DCSS website and is now available for your use at:

<http://www.childsup.cahwnet.gov/program/training/catalog.asp>

If you have completed any of the training events listed below, you have been granted Level 2 TCP certification. The Level 2 certification allows you to present a local TCP course in order to certify more trainers. Only DCSS certified Level 2 TCP trainers may deliver the TCP.

TCP Event Name	Event Date
TCP- SACSS Event June 18, 1995	June 18, 1995
TCP- SACSS Event February 1, 1996	February 2, 1996
TCP- CDAA Event April 19, 1996	April 19, 1996
TCP- CFSC Event San Diego July 15, 1999	July 15, 1999
TCP- CFSC Event January 28, 1999	January 28, 1999
TCP- CDAA Event August 21, 2000	August 21, 2000
TCP- CFSC Event October 1, 2000	October 1, 2000
TCP- Statewide Event June 14, 2002	June 14, 2002
TCP- Statewide Event August 9, 2002	August 9, 2002
TCP- Statewide Event April 18, 2003	April 18, 2003

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DCSS will continue to issue certificates of completion for the TCP. The standard for successful completion is 100 percent participation. We have appointed Tim Hughes as the TCP Point-of-Contact (POC). Please contact Mr. Hughes at (916) 464-5516 or via email at tim.hughes@dcss.ca.gov as soon as you schedule a TCP. Mr. Hughes will need the following information in order to generate the certificates of completion:

- Course title
- Name of participant to receive certification
- Address to send certificate
- E-Mail address of participant
- Participant's LCSA
- Date certified
- Training presenter (LCSA, Region, etc.)
- Name of trainer(s)

If you have any questions, please contact Tim Hughes, TCP POC, or Kelly York at (916) 464-5513 or

kelly.york@dcss.ca.gov

Sincerely,

CARLOS RIVERA
Acting Chief
Policy Branch

cc: IV-D Directors
Training Advisory Committee