

**Ohio Department of Job and Family Services  
Office of Families and Children**

**Policy and Practice Guidance Document (PPGD) #029  
Ohio Trauma-Informed Care Certificate Renewal  
October 19, 2022**

**Background**

The purpose of this PPGD is to provide guidance regarding Ohio's Trauma-Informed Care Certificate Renewal process.

In December 2020, ODJFS Offices of Family Assistance and Families and Children, in partnership with OhioMHAS, implemented an Ohio Trauma-Informed Care Certificate program. This certificate program is designed to be a professional development tool to move staff from being trauma aware to trauma competent. The certificate demonstrates knowledge and development in trauma competencies adopted by the Family First Leadership Advisory Committee. The certificate is valid for a period of two years.

When the certificate program was rolled out, guidelines had not yet been developed for the renewal of a certificate or guidelines for moving to a higher-level certificate. A small workgroup was convened to develop the following guidelines regarding the renewal of an Ohio Trauma-Informed Care Certificate.

**Current requirements**

	Level 1 – Trauma Aware	Level 2 – Trauma Informed	Level 3 – Trauma Competent
Number of training hours	5 hours approved content	10 hours approved content	15 hours approved content
Minimum education requirement	No minimum	No Minimum	Primarily for clinical staff, Bachelor's Degree or Master's Degree level recommended and who also may hold License/certification from a State of Ohio Licensure Board in a content related field

**Renewal Requirements and Guidance**

ODJFS Offices of Family Assistance and Families and Children, in partnership with OhioMHAS, is releasing information on the TIC renewal process. Beginning October 1, 2022, individuals with current Trauma-Informed Care Certificates will be able to renew their current level certificate or apply for a higher-level certificate through their Ohio Child Care Resource and Referral Association (OCCRRA), Ohio Professional

Registry (OPR) account. The renewal process can begin 90 days prior to a TIC certificate expiration. Persons who already have a TIC certificate will receive an email notification from OCCRRA about renewing the certificate approximately 90 days prior to the expiration date of the current certificate. Certificates renewed at the same level will be valid for a period of two years.

	Level 1 – Trauma Aware	Level 2 – Trauma Informed	Level 3 – Trauma Competent
Number of training hours	5 hours new approved trauma related training  Content cannot be repeated from first certificate	10 hours new approved trauma related training  Content cannot be repeated from first certificate	15 hours new approved trauma related training  Content cannot be repeated from first certificate
	No credit will be given for courses applicant teaches	No credit will be given for courses applicant teaches	No credit will be given for courses applicant teaches
Minimum education requirement	No minimum	No Minimum	Primarily for clinical staff, Bachelor’s Degree or Master’s Degree level recommended and who also may hold License/certification from a State of Ohio Licensure Board in a content related field

Higher-Level Certificate

Individuals are encouraged to apply for a higher-level certificate when they renew. If an individual is interested in a higher-level certificate, a new application will need to be completed. The new application can be submitted through their account already created in the OPR. As indicated, Level 3 Trauma Informed Care Certificate includes an education requirement. If you are going to apply for the Level 3 Certificate, upload the required education to the Education tab in your profile for review by the OPR staff. Please note, only official college transcripts are accepted for verification in the OPR. Level 1 and Level 2 certificates do not include an education requirement however, education may be added to your profile if you choose.

Completion of Training

The Trauma Informed Care Certificate is based upon completion of training that meets the Trauma Informed Competencies as determined by the Ohio Department of Job & Family Services and the Ohio Department of Mental Health and Addiction Services. Training can be completed from several sources. Two resources outlining some of the available trainings are included in the OPR Resources section for the Trauma Informed Certificate. A listing of virtual trauma trainings is available in the Trauma Training Directory, with links to the learning modules. In addition, several trainings were developed specifically

for this certificate, and can be found at Trauma Training Opportunities available in the OPR on the resource page. There are also other training opportunities that may be applicable to this certificate. On the OCCRRA training search, you can search for training topics using the competency area key words or phrases. You can filter for online training opportunities that ODJFS, ODE, OHMAS, DODD, OCALI, along with other training organizations, post in the OCCRRA training search. Individual agency and community trauma trainings may be applicable for the certificate renewal with supporting documentation submitted through OPR. No credit will be given for trauma training taught by the applicant.

### Transfer of Learning

Finally, the trauma trainings identified above are all virtual. Because staff invest time, effort, and resources to participate in learning interventions, the hope is to get a return on those investments in the form of some tangible benefit—usually some form of improved work outcome. To help staff apply the knowledge, skills, and attitudes learned in training and the degree to which the new learning is maintained over time, a Transfer of Learning resource has been developed. This resource identifies strategies and tactics to help staff apply what they have learned to their work. The resource also contains sample Action Plans that can be utilized to help staff connect new knowledge & skills to future use on the job. The Transfer of Learning resource is available on the OCCRRA website at [Trauma Informed Care - OCCRRA](#) or the ODJFS FFPSA web site at [ODJFS Family First Prevention Services Act](#) website

### **Contacts**

Specific instructions regarding the renewal process can be found on the OCCRRA website at [Trauma Informed Care - OCCRRA](#).

Questions regarding policy or content may be directed to Kim Kehl at [kim.kehl@jfs.ohio.gov](mailto:kim.kehl@jfs.ohio.gov).

Questions regarding the renewal application or OPR may be directed to OCCRRA at [support@occrra.org](mailto:support@occrra.org).

Sincerely,

Jeff

**Jeffery Van Deusen, Deputy Director**  
Ohio Department of Job and Family Services  
Office of Families and Children