



USHJA TCP Committee Meeting

Tuesday, July 17th, 2018 2:00pm ET

Teleconference: 888-392-4560 Access Code: 10646

Members Present: Shelley Campf, Claudia Cojocar, Fran Dotoli, and Connie Hunt (4)

Members Not Present: Jay Duke, Karen Healey, Troy Hendricks, Kip Rosenthal, and Bernie Traurig (5)

Also Present: Whitney Barnard (Committee Liaison)

I. Welcome and Roll Call

- Shelley Campf called the meeting to order at 2:00pm ET and Whitney Barnard performed roll call. A quorum was met with 4 members present.

II. Approval of Meeting Minutes from June 4th, 2018

- *Ms. Hunt moved to approve the minutes from June 4th, 2018. Ms. Cojocar seconded and the motion passed unanimously.*

III. Live testing videos

Ms. Campf announced that the live testing had been approved by the Board on their July call. Mr. Traurig will be taking on large amounts of work to help get this off the ground. He will need 8-9 months to develop the site for the live testing.

Ms. Dotoli was asked to come up with procedural standards for testers (which can also be used for TCP clinicians). Ms. Campf is looking to cover four specific items:

1. How testers are selected
2. What defines a tester
3. How long is a tester's term
4. How can a tester be removed

People who were involved with the writing of the manual would be the best initial testers; the smaller the group the better while the details get worked out.

Ms. Cojocar was asked to identify ten major headings from the manual that would lend themselves to creating videos. There is no need to identify content, just ideology. Mr. Traurig will be able to review his current library and see which videos will work and which topics will need to be filmed.

Ms. Hunt was asked to look into testing details; frequency, times of year, a strategy for hiring testers, scoring, etc. Also, consider scenarios such as if someone fails the test, what is the pass rate, can they retake certain sections, what is the timeframe for retaking a section, etc. We will do a mockup of the testing at Annual Meeting.

Please plan to present something at the next call on August 6th.

IV. Review of TCP exam questions

The committee began to look at some exam questions that a tester had commented on. However, the answers were not included on the document so Ms. Barnard will add this topic to the next agenda.

V. EAP clinic auditing for TCP credit

A TCP trainer reached out to suggest that the EAP training sessions count towards the TCP education requirement. Ms. Campf asked the group what their thoughts were on this.

- Ms. Winkel had previously indicated that she did not feel the EAP clinics were geared enough towards the trainers and would not work to fulfill the requirement
- Ms. Dotoli shared that she wanted to put together a proposal that would allow both an EAP training session and a TCP clinic to run simultaneously. Not all the EAP locations could accommodate this but she felt that some locations would be able to offer both.
- Ms. Dotoli admitted that scheduling and pricing would need to be worked out but felt strongly that it was possible. Ms. Campf asked Ms. Dotoli to consider writing up a proposal for the committee to review

VI. Discussion regarding revocation of certification due to expired insurance

In the past, we have been lenient on accepting late insurance from current TCP trainers who did not let their insurance lapse but may have forgotten to send in an updated certificate. How strict does this committee want to be in regards to asking instructors to reapply to the program due to late insurance? The goal is to encourage people to participate, not make it a burden, however they are professionals and should be able to maintain the requirement. Ms. Dotoli suggested looking at the LO reinstatement requirements and possibly mimic that process in an attempt to maintain uniformity. Ms. Barnard agreed to investigate the LO process and report on the next call.

VII. Old Business

- There was no old business to discuss.

IX. New Business

- There was no new business to discuss.

X. Adjourn

- *Ms. Dotoli motioned to adjourn and the meeting was adjourned at 2:40pm ET.*

Respectfully Submitted,

Whitney Barnard

USHJA Assistant Managing Director of Education/Committee Liaison