

RESOURCES YOU WILL NEED

Audio Set-Up

You will be listening to a number of audio recordings (about 14 hours in all) during the Program. You will need a way to play streaming audio or to download and listen to these MP3 files. See the section entitled, “Weeks 1-25” for more detail about these audios.

Telephone Set-Up

As a student in this Certification Program, you will be spending many hours on the telephone. You will need:

- A long-distance calling plan that works for you
- The ability to initiate Triad Calls, either three-way calling or a conference line.
- See the section later in this chapter entitled, Telephone Call Guidelines and Equipment, for more detail.

Computer Set-up for Online Access to MY CO-ACTIVE.COM

MY CO-ACTIVE.COM is the online learning platform on which the Certification Program is hosted. This platform is where you will submit all your homework and track your Program requirements. It is essential that you participate in MY CO-ACTIVE.COM on a regular basis (weekly).

You will need regular access to a computer with internet access (high-speed access is preferable).

You will need a system to record your Supervision coaching calls as MP3 files and you will need to be able to email the mp3 file or a link to your Supervisor.

Other Computer Tools

These are other tools that will support you during the Program:

- Students are required to use our form to submit their hours to us.
- Access to a scanner so that you can email your signed client release forms to CTL. You will only need this for a few documents. Or they can be faxed or mailed to CTL.
- Printing capability for printing online Forms and Program materials.