



## Coordinated Entry Specialist Staff Certification Checklist

<b>Staff Name:</b>	<b>Agency:</b>
Pre-requisites	
Item	Agency Supervisor
<b>1. Attend Motivational Interviewing training within last 12 months.</b> If MI training was more than two months ago, watch this refresher training: <a href="#">Intro to Motivational Interviewing &amp; Trauma Informed Care</a>	
<b>2. (OPTIONAL) Attend Mediation Training offered by the Center for Dialog &amp; Resolution (40-hour course)</b>	

REQUIRED Training			
There are five steps to the Required Training (Full Creative Conversation Training, Conversation Observations, Forms & Data, Mock Conversations, and Conversation Shadows) and they <b>should be completed in the order listed below.</b>			
<b>1. Training Courses: Complete the <i>Full Creative Conversation Training</i>.</b> <b>Note:</b> In-person training is two days; online training is four days.			
Date Completed	CE Trainer Initials	Date Completed	CE Trainer Initials
1.	1.	3.	3.
2.	2.	4.	4.

<b>2. Conversation Observations: Observe 4 full conversations</b> conducted by Certified CE Specialists with at least one year of service delivery experience. <b>Note:</b> Minimum <u>one observation of Associated Ministries CE Staff</u> and <u>one observation of Catholic Community Services Staff</u> . If work for a DV-agency, both Observations may be of Catholic Community Services Staff.			
Date Completed	Name of Staff Observed	CE Agency	CE Specialist Initials
1.	1.	1. AM or CCS	1.
2.	2.	2. AM or CCS	2.
3.	3.	3. Any CE Spec w/1+ yrs exp	3.
4.	4.	4. Any CE Spec w/1+ yrs exp	4.

<b>3. Forms &amp; Data:</b> Get familiar with forms used in CE Conversations and learn tips for data entry.	Date Completed	CE Coach Initials

<b>4. Mock Conversation:</b> Role-play being a CE Specialist. <b>Note:</b> Coaches will determine when you are ready to move on.	Date Completed	CE Coach Initials

<b>5. Conversation Shadows:</b> You are shadowed for 4 full conversations by a Certified CE Coaches. <b>Note:</b> Final shadow must be completed by Associated Ministries or Catholic Community Services CE Coach with 1+ years of Coaching experience. If you work for a DV-agency, both shadows may be completed by CCS.			
Date Completed	Name of Staff Shadowing You	CE Agency	CE Coach Initials
1.	1.	1. Any Coach	1.
2.	2.	2. Any Coach	2.
3.	3.	3. Any Coach	3.
4.	4.	4. AM or CCS Coach ONLY	4.

Submit this completed form to [PCHSCommunityPrograms@piercecountywa.gov](mailto:PCHSCommunityPrograms@piercecountywa.gov) to complete your Certification.

\*\*Separate [HMIS training for CE](#) is required for anyone entering data into HMIS in the CE projects\*\*