

Steps to ROMA NCRI Certification

Phase 1: “Basic Principles and Practices of ROMA” Online Course *(done independently)*

-- 6 modules, First module takes about an hour, with the others averaging 30 to 45 minutes.
Consider 8 to 12 hours for this phase over a 4 to 6 week period.

Phase 2: “Theory to Application” Training Session *(done with a cohort of your peers)*

-- VIRTUAL Training, temporarily replacing the In-person Session. 3 webinar sessions of 2.5 hours each for a total of 7.5 hours of training.

– Prior to the Phase 2 sessions, candidates will gather up some documents and secure information about the documents. These include:

- Mission Statement
- Community Needs Assessment
- Strategic Plan
- Community Action Plan (the document used to seek CSBG funding from the state office)
- Agency Annual Report (specifically the IS report submitted to the state/to NASCSP)

There is no estimate of the time it will take to gather the documents.

-- Some work will be assigned to be done prior to the first session to enable candidate to be ready to participate fully in the virtual environment. Homework will be assigned after sessions one and two. *These assignments may take 30 minute or lesss, depending candidate responses.*

Phase 3: “Demonstrating Ability to Apply” Development of a portfolio *(done independently)*

-- The portfolio covers the 5 stages of the ROMA Cycle and includes an overview. The candidate will write narrative answers to portfolio prompts related to principles and practices of ROMA. This is a document to demonstrate professional competence, so it will take some time. Plan for the writing of each section of the portfolio to take a couple hours to write, proof, and edit. *Consider 24 hours (3 full work days – but this will be spread out over about 6 weeks) for writing portfolio entries.*

-- Recorded Portfolio Check-in Webinars provide an in depth coverage of expectations for each section of the portfolio. *Each is about 30 minutes in length.* These are optional, and provided for candidates who need more help in creating responses to the portfolio prompts.

-- Other supports may be provided by a local coordinator or the National Project Manager.

Note on process: Each portfolio will be reviewed and scored by two Master Trainers. There are typically questions that result from these reviews. These require your responses so that the portfolio meets expectations. The review of the portfolio may take 2 weeks. Your responses to questions are expected within a week of getting them.

Phase 4: “Demonstrating Knowledge” On-line NCRI Exam *(done independently)*

This is an on-line 70 item test that includes multiple choice and short answer questions. It is divided into six sections (following the Introduction to ROMA Participant Manual, excluding Module 1). You may start and stop as often as you need - both during a section and between sections. You have two weeks after you submit the portfolio to complete the exam.

Candidates are reporting that it takes 20 to 45 minutes for each exam section – or a total of about 3 to 4 hours.

Note on process: The test is scored by a Master Trainer. If there are questions related to answers on the test, corrections may be required so bring the score to 90%. Re-testing will be available if appropriate.