



# *National ROMA Peer to Peer (NPtP)*

## *Training and Certification Project*

### **Acknowledgement of Commitment and Expectations of Nationally Certified ROMA Implementer (NCRI)**

*To be submitted as part of Application Process*

By initialing and signing this document, I assert that I have **read** the information regarding the phases of the NCRI training and certification project, **acknowledge** the commitment of time and resources that this project represents, **and understand** that I am responsible to maintain the integrity and quality of this program.

#### **Phases of Training Prior to Certification**

I understand what will be required of me in the four phases of the certification process, which is detailed below.

- **Phase I: Basic Principles and Practices**

- Complete 6 module on-line e-course prior to Phase II Sessions.

Each candidate for certification will complete an on-line course that will develop knowledge of historical context, standard language and identification of key principles and practices.

This course is not graded. The NPtP Instructor reviews the work and provides feedback to help the candidate acquire knowledge through the on-line activities.

While some candidates will work together to complete the e-course, it is expected that each candidate will be entering his/her own responses during the e-course: thoughts, observations, comments.

- Gather identified agency documents to bring to the Phase II Sessions.

- **Phase II: Theory to Application**

- Virtual training consisting of 3 webinar sessions (7.5hr total)
- Complete some pre-session and between-session assignments to assure preparation and full participation in all activities during webinar.

- **Phases III: Documenting Application of ROMA Principles & Practices**

- Prepare a portfolio, responding to prompts; submit within two months from Phase II Session. (Requests for extensions will be approved on case-by-case basis.)

Each Implementer Candidate will demonstrate ability to understand the full ROMA Cycle, so must address implementation of all five phases of the cycle. This is done by developing a portfolio documenting the application of ROMA Principles and Practices at the workplace (Candidate's own agency or a local agency's documents being used for responses in the portfolio).

My initials, below, confirm my understanding of the review process and available support:

\_\_\_\_\_ (initial) Each portfolio is scored by two members of the Review Team to assure fair consideration of the Candidate submission. The review process should be completed within two weeks from the submission of the portfolio.

\_\_\_\_\_ (initial) The Review Team may find Portfolio submissions do not adequately demonstrate competence. In this case the Review Team will provide comments and/or questions and will allow the Candidate to respond, revise and resubmit. Requested revisions or other changes to demonstrate competency are to be finished and resubmitted within 2 weeks of request from Review Team.

\_\_\_\_\_ (initial) If competency is not being demonstrated, there may be additional mentoring support provided by the NPtP Project. This could include email interaction, phone or web follow up or other activities.

\_\_\_\_\_(initial) There may be an additional charge for mentoring support or review of resubmitted portfolios if multiple submissions are needed to assist the Candidate.

**A few specific expectations** regarding portfolio development are acknowledged by my initial provided here:

\_\_\_\_\_(initial) **Each portfolio must be unique.** Multiple candidates at an agency may work together to review the agency's documents and discuss what they are observing. However, the portfolio must include entries that are **individual reflections and examples** of understanding that will allow the Review Team to verify competency of each Candidate. If two or more portfolios are found to **have the same language in responses**, the portfolios will be **returned to candidates for revision**. The original submissions will not be scored.

\_\_\_\_\_(initial) Candidate will not fabricate information to submit in the portfolio (such as reference to a document or practice that does not exist), but rather will acknowledge that something is missing. Portfolios are not judged on the presence or absence of the specific practices, but rather on the ability of the Candidate to recognize that presence or absence.

• **Phase IV: Assessment of Content Knowledge**

- Take an on-line exam which is to be submitted within two weeks of portfolio submission and include only the Candidate's own work.
- There are 6 sections of the exam which do not have to be all taken at the same time. Candidate will respond to the exam at their own rate.
- This is not an open book test, but the Intro to ROMA text can be reviewed prior to taking each section of the exam. Once Candidate starts an exam section s/he is not to refer back to any resources but rather to respond based on knowledge of ROMA.

My initials, below, confirm my understanding of the review process:

\_\_\_\_\_(initial) Each exam is scored by the Review Team. The review process should be completed within two weeks from the submission of the exam.

\_\_\_\_\_(initial) The Review Team may find the responses do not demonstrate mastery of basic knowledge. In this case the Review Team will provide comments and/or questions and will allow the Candidate to respond, revise and resubmit. Requested revisions or other changes to improve the initial score will be resubmitted within 1 week of request from Review Team.

**Expectations after Certification:**

I understand that to maintain certification I will be expected to:

- Submit baseline scores into the on-line ROMA Audit within 3 months after certification.
- Establish and update an annual Impact Pathways Plan that will focus my activities to help my agency as it implements the full ROMA Cycle.
- Provide input and share information about ROMA principles and practices to others in the agency/network to promote a results-orientation as part of our organizational culture.
- Participate in In-Service Continuing Education Program (ICEP) offered by ANCRT to assure on-going skills and knowledge (minimum 5 hours per year).
- Complete in annual on-line Recertification Process to report on the above activities and demonstrate continued competency related to ROMA principles and practices.
- Be a part of ROMA teams at state, region and/or CAA network levels.

Printed Name of NCRI Applicant \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name of Applicant's Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_