

## **Steps to ROMA NCRI Certification**

First, submit an Application – on line at [www.roma-nptp.org](http://www.roma-nptp.org) at the Application tab

When you go to the Application Tab, you should be prepared to enter a few things: Enter your name and contact information. **Be sure to enter a mailing address that we can use to send you material.**

- You will enter the name and email address of specific individuals who will support you as you move through this process: your employer/immediate supervisor, the state Association, and the CSBG office.
- You will upload documentation of prior training experience and knowledge of the CAA network in the form of a resume.
- Check if you are applying for NCRT or NCRI level.

An invoice for the NCRI Application Fee will be emailed to you. This fee covers some part of all four of the phases of the training and certification process and is expected to be paid prior to (or during) the Phase 1 period.

You will present the invoice to the appropriate fiscal processing. You will be asked to provide a time frame for the delivery of the payment so the national office can judge when to send the workbooks out to you. You will use the workbooks throughout the training process and then have them as a resource as you follow up with your agency's implementation.

### **Nationally Certified ROMA Implementer (NCRI)**

#### **Phase 1**

**Complete an Online Course** -- 6 modules. You will read information and respond to questions. An on-line instructor will respond to your entries. This is not graded. It is for your information to assure a common foundational understanding of ROMA. First module takes at least an hour, last module is about 20 minutes with the others averaging 45 to 60 minutes. You should plan for a total of about 8 hours for this phase. You will have four to eight weeks to finish the modules between the time of your application and the Phase 2 session.

#### **Phase 2**

**Attend an In-person one day course** – will involve travel time and expenses.

Prior to the one day session, candidates will have to gather up some documents and secure information about the documents.

- 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 these documents.

### **Phase 3**

#### **Development of a portfolio.**

The portfolio covers the 5 stages of the ROMA Cycle and includes an overview. You will provide narrative answers to portfolio prompts related to principles and practices of ROMA. This will 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.

A schedule for completion of the Portfolio will be developed by the cohort at the Phase 2 session. A typical schedule has the first section of the portfolio (Assessment) due two or three weeks following the Phase 2 session, with the next section (Planning) due two weeks after that, the next two sections (Implementation and Reporting) due two weeks after that, and the final two sections (Analysis and Overview) due two weeks after that. This can be done much faster if the candidate has dedicated time allowed for this task.

**At least three Portfolio Check-in Webinars** will be provided - to talk about each section of the portfolio in depth (each about 30 minutes in length) as the sections are due. *If we need more webinars, we will add them to the schedule.* These webinars are voluntary.

**Submit the Portfolio** - each portfolio will be reviewed and scored by at least two Master Trainers from across the country. There may be questions from Reviewers that will require responses so that the portfolio will meet expectations.

### **Phase 4**

#### **Take the NCRI Test**

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, but excluding Module 1) which can be taken independently. You may start and stop as often as you need. You will have two weeks to complete the exam. Candidates are reporting that it takes 20 to 40 minutes for each section – or a total of about 3 to 4 hours.

The test is scored by a Master Trainer. If there are questions related to answers on the test, additional responses may be required of you. Re-testing will be available if appropriate.