

Steps to ROMA NCRI Certification

Apply on line at www.roma-nptp.org using the Application tab
or this link: https://www.roma-nptp.org/application_form.html

When you go to the Application, 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 through your training to become certified and then after certification. These include your employer/immediate supervisor, a representative of the state Association who knows you, and your contact at the CSBG office.
- You will upload documentation of prior experience and knowledge of the CAA network in the form of a resume.
- Check that you are applying for level.

An invoice for the Application Fee will be emailed to you. Please make sure the invoice is forwarded to the appropriate persons in your agency for payment. Payment is expected to be received prior to the start of Phase 2.

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

-- Online Course -- 6 modules, First module takes at least an hour, last module is about 30 minutes with the others averaging 45 to 60 minutes. You should plan for a total of about 8 to 10 hours for this phase. You will have 4 to 6 weeks to complete the modules – which allows Candidates to set aside some time each week that is dedicated to the on-line course.

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

Phase 2 will help you understand the application of ROMA principles as they are to be used in local agency practices. You will document what you learn in Phase 2 in the portfolio.

-- VIRTUAL Training: 3 webinar sessions of 3 hours each for a total of 9 hours of training. Part of each session is time you can begin entering information into your Phase 3 portfolio. The training team will be available during that time to offer support and answer questions.

-- In Person Training: 1 full day (8 hours)

Prior to the Phase 2 sessions, you will gather some documents and secure information about the documents. NOTE: State Office and Association staff will use documents of local Community Action Agencies as examples in their portfolio. 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 may be assigned to be done prior to the first session to enable you to be ready to participate fully in the virtual environment. Homework will be assigned after sessions one and two. *These assignments may take 30 minutes or less, depending on Candidate responses.*

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

The portfolio covers the 5 stages of the ROMA Cycle plus an overview. In this phase, you will write narrative answers to portfolio prompts related to principles and practices of ROMA. This will demonstrate your professional competence, so it will take some time. Plan for each section of the portfolio to take a couple hours to write, proof, and edit.

Consider 24 hours (3 full work days – which may be spread out over about 6 weeks) for completing portfolio entries.

-- There are recorded Portfolio Check-in Webinars posted that 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.

The portfolio must be completed before it is submitted to the Portfolio Review Team.

Think of the portfolio development as a dialogue between Candidates and Portfolio Review Team. Each portfolio will be reviewed and scored by two team members (Reviewers and the Project Manager). The initial review of the full portfolio may take up to 10 work days. This first review is designed to identify any gaps in demonstration of foundational ROMA principles or errors in application of the principles. Items identified in the review will be returned to you with questions, reference to pages in the Intro to ROMA, suggestions for producing deeper understanding, etc. These require your responses so that the finished portfolio is a document that clearly demonstrates basic competence. Your responses are expected within 5 work days.

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). This is not an open book test. 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 and submit 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.

Summary of time required:

These Phases are designed to be completed in 16 weeks (with the time starting 6 weeks prior to the Phase 2 session). *(see attached chart)*

Phase	Description of Activity	hours	time frame	weeks
Phase I - individual	Intro to ROMA eCourse	12.00	2 hours per week during the first 6 weeks following acceptance	6
Phase II - group web session	Gather Documents for Training	1.50	Usually completed M, W, F of one week	1
	Training (3 sessions, 3 hours each)	9.00		
	Homework	1.50		
Phase III - Development of a Portfolio (6 sections) - individual	Get any additional documents	0.50	<i>1 hour each week for 6 weeks. Or can be done with dedicated time in 2 half days.</i>	up to 6
	Responding to Portfolio Prompts	6.00		
	Responding to Reviewer questions	2.00		
Phase IV - Exam (6 sections) - individual	Review Text to prepare	1.00	completed within 10 work days after submission of portfolio.	up to 2
	Responding to Exam Questions	6.00		
	Responding to Reviewer questions	2.00		

Final notes:

- Requests for extensions beyond the expected time will be approved on a case-by-case basis.
- Failure to complete the certification requirements within one year of the Phase II session will involve an extension fee and possible additional refresher training.
- One change of cohort will be granted without additional fee, but multiple changes will involve a fee.