



National ROMA Peer-to-Peer Training Program Requirements

Four Phases of Training and Certification leading to Nationally Certified ROMA Trainers 2025

There are four phases to the certification process:

Phase One: ROMA E-Course *(done independently)*

During Phase One, Candidates will complete the eight modules of the on-line E-Course to **acquire a basic understanding of the content** of the *Introduction to ROMA* training curriculum. The 8 modules of the E-Course **must be completed prior to the Classroom Session**.

Timing requirements for this phase: consider 8 to 16 hours for this phase over a 2 to 6 week period.

Phase Two: Train-the-Trainer-Session *(done as part of a cohort)* virtual format.

During Phase Two, Candidates will examine the issues and concerns that trainers must face as they prepare to deliver the *Introduction to ROMA* training curriculum, and will learn the purpose and best practices in delivering the standard activities connected to the curriculum.

Part 1 includes a set of three webinar sessions of 3 hours each. Candidates will observe delivery of Introduction to ROMA 5.1 by Master Level Trainers. Between session homework will help to clarify concepts and principles.

Between Part 1 and Part 2, Candidates will prepare to present segments of the training. Two or three Candidates will work together between the two parts of Phase Two to prepare to present one day of the three sessions in Part 2. Preparation will include at least one meeting of the Candidate training team, and can include Mentors to assist with prep. Candidates can review the Trainer Manual (downloaded from the network log in tab) for background knowledge of concepts, principles, and practices, but the script for presenting using the power point slide deck is in the notes of the slides.

Part 2 This will be the second set of three webinar sessions of 3 hours each during which Candidates will demonstrate their ability to deliver the material. A different set of Candidates will deliver the training on each of the days of Part 2, but all Candidates must participate in all three days acting as participants on days they are not presenting and providing feedback to their peers.

Timing requirements for this phase: 6 webinar sessions of 3 hours each for a total of 18 hours of training. Homework assignments between the first three sessions would be about an hour. Preparation for delivery of one of the three part 2 sessions will take at least 2 hours and probably longer as you will be working with a team and a mentor to prepare to present.

Phase Three: ROMA Practice Session(s) – *(done as part of a team)*

Phase III of the Training and Certification Process is when Candidates practice delivery of all the module segments¹ in the Introduction to ROMA Curriculum with a live audience.² Phase III can be done virtually or in-person.³ These practice sessions are to be scheduled, if possible, with Certified ROMA Trainers as either co-trainers or observers, or with teams of Candidates working together.⁴ This is so Candidates can give and receive critical feedback among co-trainers to strengthen both understanding of concepts and delivery of material.

This is a time for Candidates to become better versed in making the connections between the curriculum and actual ROMA implementation. It is also a time for Candidates to consider more deeply how they can assist in ROMA implementation in their own agency, state or region. The lessons learned in Phase III are important as the Candidate moves to Certification and to work in the Community Action network.

Candidates will provide reports of practice sessions via web portal.⁵ Reporting on Phase III sessions is an important part of this phase, as it allows the ROMA Training Project to monitor progress through the phases. Candidates must report that they have practiced delivery of all of the module segments prior to proceeding to the final phase.

At least one Practice Session is to be completed within 30 days after the Phase Two Part 2 Session. This first practices session can be done with your Phase Two Training Team and a Master Trainer or Mentor. Two or more additional Practices Sessions are needed to allow the Candidate to deliver all of the module segments. Phase Three is to be completed within 120 days after Phase Two Part 2.

Additional information:

1 -- Each Candidate is to practice delivery of all of the module segments. There are a total of 10 segments (module 1, two parts in module 2, three parts in module 3, module 4, module 5, module 6 and module 7). All of the activities are to be included in the practice sessions.

2 - Practice sessions must include participants -- not just groups of candidates. Some practice can occur among candidates, but the real challenge is to deliver the material in front of participants who are learning about ROMA. Participant size: 4 to 16. Make sure participants know they are expected to attend the full training.

3 – Candidates can present either in-person or virtually. If in person, a full day training is usually the best approach, or two half days no more than a week apart. If virtually, a full day is NOT a good approach – sessions should be no less than 2 hours each (4 sessions needed) and no more than 4 hours each (2 sessions needed). If the sessions are 2.5 to 3 hours, you will need to schedule 3 sessions. As you will be asking participants to do some activities between sessions, scheduling with a day between the sessions is advised, but three days in a row is ok. Do not schedule the sessions more than one week apart, or you will have a loss of continuity.

4 – In some states/regions there are no active Certified ROMA Trainers (NCRTs) and no other Candidates. In these cases, Candidates will make arrangements to practice as a sole Trainer without the benefit and support of these others. Contact the Project Manager if this is your situation.

5 - Candidates will provide reports of practice sessions via web portal. http://www.roma-nptp.org/training_info.html Please collect sign-in sheets and evaluations from participants as documentation of these sessions and submit documentation to the NPTP Project Manager via email.

Timing requirements for this phase: Delivery of the Intro to ROMA curriculum will take 7.5 to 9 hours for each training. Preparation will be a minimum of 2 hours per training day and up to 6 hours depending on your own training preparation style. NOTE: if these sessions are offered in-person, there could also be travel time required.

Phase Four: ROMA Field Evaluation – *(done as part of a team)*

Practice sessions are expected to be completed so that the final evaluation (Phase IV) can be scheduled within 6 months after the end of Phase II Part 2. Upon successful completion of the first three phases, Candidates will apply to participate in a final field evaluation.

Submit request for Evaluation to NPtP Project Manager so a Master Trainer can be assigned. If Candidate is not ready for Phase IV within 6 months, s/he will become inactive or request an extension. The extension must include a plan for completion and the reason for the delay.

Each Candidate offers the *Introduction to ROMA* training to a live audience with other candidates as co-trainers. A Master Trainer will observe and score Candidates' performances. Completion of a successful ROMA Field Evaluation will result in Certification as a National ROMA Trainer.

This phase is to be completed within 6 months after the Classroom Session.

Timing requirements for this phase: Delivery of the Intro to ROMA curriculum will take 7.5 to 9 hours. Preparation will be a minimum of 2 hours per training day (should be less than in Phase three as you have previously prepared during the practice phase). NOTE: if these sessions are offered in-person, there could also be travel time required.

This translates into a time commitment as follows:

- 12 hours for the on-line E-Course (which is done individually at times suitable to the Candidate, prior to the Phase Two Session – *a proposed schedule will be provided*)
- 3 half days for Phase Two Part 1,
- A **minimum** of 2 hours preparation with group and/or mentor between the two parts of Phase Two.
- 3 half days for Phase Two Part 2
- 3 half days for delivery of Phase Three Part 1, plus a minimum of 2 hours preparation
- 6 half days for Phase Three Part 2 -- two additional Practice Sessions, *including 2 to 4 additional hours preparation if these sessions are offered in-person, there could also be travel time required.*
- 3 half days for Phase Four -- plus possible time for *preparation and travel if these sessions are offered in-person, there could be travel time required.*

Phase	Description of Activity	hours
Phase I	eCourse	12
Phase II Part 1 - virtual web session	Training (fully participate) 3 web sessions	9
	Homework	1
Meetings between Parts 1 and 2	Prep for delivery of 1 day in part 2	6
Phase II Part 2 - virtual web session	Training (deliver, observe, participate) 3 sessions	9
	Homework	1
Phase III - Part 1 - Practice - virtual trainings w PII training partners	Preparation of additional segments	12
	Set up training/ recruit participants	1
	Delivery of training, debrief	9
	Correct homework and Debrief	1
Phase III - Part 2 -- Practice - virtual and/or in person trainings	Preparation of all segments of training	24
	Set up 2 trainings	4
	Delivery of 2 trainings	18
	Correct homework, Debrief, Report	3
Phase IV - Evaluation - virtual and/or in person training (evaluation by Master Trainer)	Preparation	2
	Set up training	2
	Delivery of training	9
	Correct homework and Debrief	1
total hours		124