



National ROMA Peer to Peer (NPTP) Training and Certification Project

Acknowledgement of Commitment of Nationally Certified ROMA Trainer (NCRT)

This document asserts that I have read the information regarding the phases of the training and certification project and understand the commitment of time and resources that this represents. I also acknowledge that the expectation is that I will be a resource for my agency, state, region, and the CAA network once I am certified.

Expectations for training leading to certification:

I understand what will be required of me in the four phases of the certification process:

- Phase I: Basic Principles and Practices *(done independently)*
 - Complete 8 module on-line e-course at least 10 days prior to Phase II Session

- Phase II: Theory to Practice – Preparing to Deliver Training *(done with a cohort)*
 - Part 1 - three 3-hour webinars that demonstrate delivery in virtual format. Download Trainer Manual (for background knowledge).
 - Between Part 1 and Part 2 - Meet with Candidate group to prepare to present in Part 2. *At least one meeting is required, but candidates often arrange additional meetings to increase their preparation. A Mentor may be invited to join in this session*
 - Part 2 - three 3-hour webinars during which candidates present material.
 - Complete pre-session and between-session assignments.
 - Fully participate in all of the web sessions in both parts of Phase II

- Phase III: Practice and Improvement of Training Delivery *(done with other Candidates and/or NCRTs)*
 - Conduct training to become familiar with the delivery of the content (must practice presenting all module segments with live audience).
 - 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.
 - Two or more Practices Sessions are needed to allow the Candidate to deliver all of the module segments. These sessions may include other NCRTs or support from state/regional partners.
 - Candidates enter all training activities into the Training Schedule tab at the web site http://www.roma-nptp.org/training_info.html and provide a report of their presentation via email to the National Project Manager.
 - Candidates must report that they have practiced delivery of all of the module segments prior to requesting approval to proceed to the final phase.
 - Candidate is responsible for making arrangements for these training sessions. *This should be done in collaboration with the State Community Action Association and/or State CSBG office.*
 - Phase Three is to be completed within 120 days after Phase Two Part 2.

- Phase IV: Demonstrate Basic Mastery of Training Delivery *(done with other Candidates and/or NCRTs)*
 - After completion of Phase III practice sessions, when the Candidate is ready to proceed to evaluation phase, s/he proposes a training (with other Candidates or NCRTs) and submits a Request for Phase IV to the National Project Manager.
 - National Project Manager will secure the services of a Master Trainer to observe, comment and score and will work with Candidate to finalize arrangements for the training event.
 - Candidate presents training for evaluation of skills.
 - Enter training information at http://www.roma-nptp.org/training_info.html for all trainings provided.
 - Phase IV is to be successfully completed within 6 months of Phase II.

Expectations after Certification:

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

- Provide at least one full Introduction to ROMA training per year
 - Enter training information at http://www.roma-nptp.org/training_info.html
- Provide information about ROMA principles and practices and promote results-orientation throughout the network.
- Participate in In-Service Continuing Education Program (ICEP) offered by ANCRT to assure on-going skills and knowledge (minimum 5 hours per year)
- Complete Annual Review process to report on the above activities.

Costs:

Application fee is \$995.00. Annual fee: \$35.00 per year, Continuing Ed: \$20 per hour

I acknowledge that I have read the expectations above and understand my responsibilities related to all four of the Phases of the training process. I am responsible for all travel expenses and lodging expenses for all phases of the process. I will download and print the Introduction to ROMA Training Manual and will be responsible for obtaining other materials to be used in the delivery of the Intro to ROMA curriculum.

Signed: _____ Date: _____

Printed Name: _____

Approval of supervisor: _____

Printed name and title of supervisor: _____