

Steps to ROMA NCRI Certification

- **Phase 1:** Online Course
6 modules, averaging 45 to 60 minutes each
- **Phase 2:** In-person, one-day course
Prior to course, candidates will gather up some agency documents
 - a. Mission Statement
 - b. Community Needs Assessment
 - c. Strategic Plan
 - d. Community Action Plan
 - e. Agency Annual IS ReportNote: this phase involves travel expenses.
- **Phase 3:** Development of a five-section portfolio demonstrating competence at applying ROMA principles
 - a. 3 – 6 weekly study circle webinars to discuss each area (30 – 45 min. each)
 - b. Candidate will write narrative answers guided by provided portfolio prompts. (several hours to write, proof, and edit each of five sections)
 - c. *NOTE: Each portfolio is reviewed and scored by at least two ROMA Master Trainers. Questions may result that will require responses for the portfolio to meet requirements. The review process will take 3 to 4 weeks.*
- **Phase 4:** The on-line NCRI Test
67 multiple choice and short answer questions
 - a. Six sections (following the Introduction to ROMA Participant Manual, excluding Module 1) Each section can be taken independently. Candidates have two weeks to complete the exam. 20 to 40 minutes for each section
 - b. *Note: The Master Trainer scoring the test may ask questions related to the answers until a test score of at least 85% is attained. Re-testing is available if appropriate.*

Outcome: An NCRI is certified to operate within the agency to support implementation of the full ROMA cycle, and is familiar with how to review agency documents and processes.

COSTS: *Registration fee: \$775; travel for one-day class; recertification for small fee every three years, continuing education participation once within the three year certification period.*

Steps to ROMA NCRT Certification

- **Phase 1:** Online course
8 modules, 30 – 75 minutes each
- **Phase 2:** In-person, three-day course
Prior to course, candidates should
 - a. Print out and review trainer manual
 - b. Prepare for class with mentor
 - c. Practice delivering modules from Intro to ROMA participant manual
 - d. Note: this phase requires at least three nights travel expenses. Participants make presentations and may be taped.
- **Phase 3:** Practice sessions
 - a. Candidates co-present modules at a minimum of two Intro to ROMA workshops, supervised and scored by a ROMA mentor.
 - b. Candidates present different modules at sessions until ready for a final evaluation.
 - c. Practice sessions are actual Intro to ROMA workshops attended by CSBG staff.
 - d. Phase 3 should be completed within 6 months of the three-day course
 - e. *NOTE: While quarterly Intro to ROMA classes are scheduled by OKACAA, they are not always filled. Agencies may need to provide workshop participants for this phase to be completed in a timely manner.*
- **Phase 4:** Field evaluation
Candidates co-present modules at an Intro to ROMA workshop with two NCRT Master Trainers scoring their presentations.
 - a. Mentors may assist candidates not meeting threshold by utilizing scores and input to strengthen skill sets.
 - b. Candidates may continue to practice and reschedule another field evaluation.
 - c. Note: Field evaluations may be conducted via video tape to reduce costs.

Outcome: An NCRT is certified to present Intro to ROMA anywhere, and may or may not need more training to support ROMA implementation.

COSTS: *Registration: \$995; travel for three-day class, practice sessions, and field evaluation; training supplies (flip charts, wall charts, copies); recertification for small fee every three years, continuing education participation once within the three year certification period.*