

Requirements for Successful ROMA Candidates

Training/Technical Assistance Resources>ROMA (Results Oriented Management and Accountability)>Selection Criteria

At a minimum, a successful candidate must have the desire to become a certified trainer; the ability to provide training and technical assistance to community action agencies; the ability to speak in front of a group; the ability to lead group activities; and support from the candidate's *home agency, state CSBG Office, and state community action association*.

During the application process, each candidate will be asked to upload a current resume' and contact information for the above listed entities to confirm their support of the candidate. (Online application is available at: <http://www.roma-nptp.org/application.html>.)

Each candidate's home agency is expected to support their completion of the certification program financially (enrollment fee; travel, per diem; costs of training sessions hosted by home agency; etc.) and by allowing the candidate to spend a significant amount of time completing the e-course; and preparing for and participating in the classroom session, practice sessions, and field evaluation.

Following certification, trainers are expected to attend a 2-day ROMA Training and Certification Project Annual In-Service Continuing Education Program (ICEP). The candidate's home agency pays for the expenses to attend this in-service. ICEP attendance is not mandatory at this time but may be in the future. Reports of training sessions conducted and ICEP attendance are used to determine whether a trainer is active or inactive. Certified candidates are expected to keep abreast of updated training materials; learn and use new or revised curricula and training tools, as appropriate; and to provide training recaps and copies of training evaluations to the national program office. Active trainers are asked to complete occasional surveys, assessments, and quizzes, and to engage in other online communications and networking opportunities. Inactive trainers must successfully demonstrate knowledge of the current version of the curriculum to regain active status.

Candidates should have the following knowledge, skills, and abilities prior to enrolling in the National Peer-to-Peer ROMA Training Certification Program:

- Ability to Appropriately Respond To Participant Questions
- Knowledge of Adult Learning Styles
- Ability to Use Training Materials Effectively
- Ability to Effectively Use Group Management Techniques
- Ability to Project a Professional and Confident Manner
- Ability to Coordinate Training Logistics

During the e-course, classroom session, and practice sessions, candidates will develop or improve their skills in the following areas. During their field evaluations, successful ROMA candidates must demonstrate "basic competency" in each of the following performance areas:

- Content Knowledge
- Ability to Control Sequence and Flow

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- Ability to Follow the Script
- Ability to Provide Clear Directions
- Ability to Use ROMA Content in Group Exercises
- Preparation
- Timeliness
- Cooperation with Co-Trainer(s), Mentor, and Master Trainer(s)
- Ability to Receive and Utilize Feedback

Candidates must score 4 or above on a 5-point scale in each of the above performance areas using the criteria below, as scored by the Master Trainer(s) conducting the field evaluation:

1	2	3	4	5
Does not meet competency	Needs considerable development to meet competency	Needs minimal improvement to meet competency	Demonstrates basic competency	Exceeds basic competency

If a candidate demonstrates basic competency during the field evaluation, the Master Trainers submit a recommendation to the national office for certification. The Program Director conducts a portfolio review to ensure completion of all requirements and issues the certificate to the candidate.

If a candidate needs minimal improvement to properly deliver the material or needs minor improvement in basic training skills to demonstrate basic competency, the Master Trainer(s) will share this assessment with the Program Director. The Program Director, candidate, Master Trainer, and mentor develop a performance improvement plan to allow the candidate to be reconsidered for certification. This plan generally includes studying additional background materials and delivering the required module(s) at another training session with a Master Trainer and/or mentor present. If the candidate fails to improve, they will not be certified.

*Information compiled by Terry Bearden, NCRT; ACAA ROMA Coordinator
January 2013*