

Requirements & Expenses Matrix

Training/Technical Assistance Resources>ROMA (Results Oriented Management and Accountability)>timeline and expense matrix

E-Course	Classroom Session	Practice Sessions	Field Evaluation
Phase 1	Phase 2	Phase 3	Phase 4
<p>Requirements: Application Take e-course (Program director and assigned mentor available for support.) Candidate works through material until all modules are successfully completed.</p>	<p>Requirements: Prep with mentor and practice delivering material to present assigned modules. Participate in 4-day classroom session.</p>	<p>Requirements: 2 supervised 1-day practice sessions (minimum). Co-presented by 2 – 3 candidates. Preferably within 90 days of classroom session. Attendees should be Community Acton Network staff or volunteers who need “Introduction to ROMA” training (12 – 30 participants per session).</p>	<p>1-day field evaluation. Co-presented by 2 – 3 candidates. Preferably within 6 months of classroom session. Attendees should be Community Acton Network staff or volunteers who need “Introduction to ROMA” training (12 – 30 participants per session).</p>
<p>Expenses: \$950.00</p>	<p>Expenses: Training space, working lunches. Candidate travel expenses. Program Director and/or Master Trainer (covered by registration fee). Master Trainer candidates (negotiated shared costs between national program and Master Trainer candidate’s organization).</p>	<p>Expenses: Attendee workbooks (\$9 each). Training space. Food preferable but not generally allowable grant cost. Candidates’ travel. Attendees’ travel. Master Trainer or mentor travel. Minimal training supplies.</p>	<p>Expenses: Attendee workbooks (\$9 each). Training space. Food preferable but not generally allowable grant cost. Candidates’ travel. Attendees’ travel. Master Trainer or mentor travel. Minimal training supplies.</p>

Note:

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) 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.

In an ideal world, candidates would progress through the certification process within the parameters of the timeline below:

	1 st month	2 nd month	3 rd month	4 th month	5 th month	6 th month	7 th month	8 th month	9 th month
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