



National ROMA Peer-to-Peer Training Program Requirements

Nationally Certified ROMA Trainer (NCRT): Four Phases of Training and Certification

The process to become a **ROMA Trainer (NCRT)** involves demonstration of understanding of the basic concepts related to Results Oriented Management and Accountability, demonstration of the ability to present these concepts in a training setting and acceptance of the role of the ROMA Trainer in the national training network to promote the use of ROMA in your agency, your state and throughout the country. There are **four phases to the training and certification process**: taking an E-Course, attending three day Train-the-Trainer Classroom Session, practicing the delivery of the content, being evaluated on knowledge and delivery of the content.

There is an on line application process, including letters of support (from applicant employer, CSBG office and Association) and resume. Go to www.roma-nptp.org, Application Tab.

The Application Fee for the 2016 NCRT Training and Certification Process is \$995.00.

Details of the Four Phases for NCRT and costs:

PHASE ONE: ROMA E-COURSE

All parts of this phase are included in the application fee: including processing the application, enrolling candidate in the ROMA data base, on-line instructor review and comments. The Intro to ROMA and Five Most Important Questions books are sent to candidates in this phase.

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

PHASE TWO: THREE DAY TRAIN-THE-TRAINER CLASSROOM SESSION

This training is covered in the Application fee. All costs related to having the Master Trainer(s) facilitate this training, including travel for Master Trainer is covered. Participant travel is NOT covered.

During Phase Two, Candidates will participate in a group Classroom Session to examine the issues and concerns that trainers must face as they prepare to deliver the *Introduction to ROMA* training curriculum. Candidates will **demonstrate their ability to deliver two modules** (which will be videotaped). Preparation for these presentations must occur prior to the Classroom Session, which includes download of Trainer and Participant Manuals from the web site.



National ROMA Peer-to-Peer Training Program Requirements

Nationally Certified ROMA Trainer (NCRT): Four Phases of Training and Certification

PHASE THREE: ROMA PRACTICE SESSION(S)

Support from the national project is included, as is review and recording of Practice Reports and Request for Phase IV. All of the other costs are NOT covered in the Application fee.

For example: all of the costs associated with the delivery of the practice sessions is the responsibility of the candidate and/or of the agency who is receiving the training services. If the candidate obtains mentorship services, these are arranged by the candidate and mentor. Candidate **MUST PROCURE** for these services. All travel and all materials used in the trainings are NOT included.

After the Classroom Session, each Candidate will practice delivering the Introduction to ROMA training curriculum. These Practice Sessions are designed to help Candidates increase understanding of the ROMA content as well as demonstrate their ability to present the Curriculum and work with an adult audience. For the Practice Sessions, Candidates will co-train “in the field,” possibly with a Mentor or another Candidate. At least one Practice Session **is to be completed within 90 days after the Classroom Session**. Candidates report that they have practiced delivery of all of the module segments prior to proceeding to the final phase.

PHASE FOUR: ROMA FIELD EVALUATION (INTERNSHIP)

The services of a Master Trainer to observe and score the Phase IV presentation is included in the application fee. Any travel for Master Trainer and participants is NOT covered. Note: some candidates video record this phase. The cost of video recording and submission is NOT covered.

Upon successful completion of the first three phases, Candidates will be invited to participate in a final field evaluation. The ROMA Internship is an opportunity for the Candidate to offer the *Introduction to ROMA* training curriculum in the Community Action Network with other candidates as co-trainers. A Master Trainer will observe and score Candidates’ performances. Completion of a successful ROMA Internship will result in Certification as a National ROMA Trainer. Internships **are to be completed within 6 months after the Classroom Session**.

The application fee covers the cost of issuing the ROMA Certification and membership pin.