

Basic Timeline for I/DD Benefits Counseling Training

(Draft; dates may be changed if needed)

- June 6: Registration is open in iLearn. DHS – VR – Work Incentives Network Benefits Counselor Training. (search words Kanji, WIN, rabbit)
- June 30: Registration closed
- July 6: Trainees selected and notified by July 6. MOUs sent
- July 13: MOUs must be signed and returned to WIN Central
- July 16: Link to VCU manual sent to trainees
- July 23-27: Week-long Training
- Aug.1-15: Practice Field assignment and preparation for open book test
- Aug 16: Initial Certification Exam (open book, proctored)
- Aug. 20-24: Field Assignment Exam
- Aug. 27-30: State Specific Trainings (webinar format/Go To Meeting/Skype)
- Aug. 31: State Specific Benefits Exam (open book/proctored)
- Sept. 1: Provisional Certification after passing third exam**
- September: Job Shadow
- Sept. 2018-Aug. 2019: Submission for review three BSA reports for grading.
- Dec. 1, 2018: 1st report due
- April 1, 2019 2nd report due
- July 1, 2019 3rd report due

All three reports can be submitted before the deadlines below, but you must have **at least one** report submitted by the deadlines above.

Final Certification is given once all three reports have been submitted and passed

Recertification is required yearly