

Training Timeline for October 2019 DD Cohort

(WIN May Adjust Schedule When Necessary)

Phase 1 of certification

1. Sept. 30- Oct.4: Two week-long initial training at DHS Woodburn Training Center
2. Oct. 7-11: Practice Field assignment
3. Oct. 14: Review Practice Field assignment, 10 am (webinar)
4. **Oct. 21 -25: Field Assignment Exam (must be submitted by Oct. 25 at 5 pm)**
 - a. **90% passing**
 - b. **75-89% fail, but option to take test again within 5 business days**
 - c. **Below 75% - Participation in Certification Terminates**
 - d. Field Assignment Exam score will be provided ASAP
5. Oct. 28-Nov. 1: Prepare for multiple choice exam
6. **Nov. 4/10am: Title 2 and Title 16 Exam (open book, proctored)**
 - a. **90% passing**
 - b. **75-89% fail, but option to take test again within 5 business days**
 - c. **Below 75% - Participation in Certification Terminates**
7. Nov. 7: Listen to Workers Compensation and Medicare/QMB/LIS Training
 - a. Q&A Session 3pm
8. Nov. 12: Listen to Medicaid and SNAP Training
 - a. Q&A Session 3pm
9. Nov. 13: Listen to TANF and Unemployment Insurance Training
 - a. Q&A Session 3pm
10. Nov. 14: Listen to HUD and IDA Training
 - a. Q&A Session 3pm
11. Nov. 15-21: Read VCU Manual/Module 5
12. **Nov. 22/2pm: State Specific Exam (open book, proctored)**
 - a. **90% passing**
 - b. **75-89% fail, but option to take test again within 5 business days**
 - c. **Below 75% - Participation in Certification Terminates**
13. Dec. 3/2pm Hot Docs and Verifying Benefits Training
14. **Dec. 4-10 Clive BSA Scenario (must be submitted by Dec. 10 at 5 pm)**
 - a. **90% passing**
 - b. **Below 89% fail, but option to take test again within 5 business days**
 - c. **Everyone gets two attempts**

15. Dec. 11: Provisional Certification after passing Clive scenario.
 - a. **Can provide benefits counseling services with ongoing, weekly Technical Assistance**
16. December-March: Job Shadow when opportunities may be available; can be ongoing and as needed

Phase 2 of certification

Report Review Schedule for Final Certification

1. December 2019 thru October 2020: Submit for review three BSA reports for grading.
 - a. One report must be on a SSI-only recipient
 - b. one report on Title II-only recipient
 - c. one report on SSI/Title II recipient.

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

- i. **1st report due by Mar. 31, 2020**
 - ii. **2nd report due by Jun. 30, 2020**
 - iii. **3rd report due by Sept. 30, 2020**
2. **Final Certification is given once all three reports have been submitted and passed**
 - d. **90% passing (Each Report)**
 - e. **60-89% fail, but option to rewrite the report within 5 business days**
 - f. **Below 60%- Participation in Certification Terminates**
 - g. **No deadline extensions. If you miss your deadline it's an automatic fail with option to submit for second attempt within 5 business days.**
3. Recertification is required yearly