

## Training Timeline for ID/DD Certification Pilot

(Draft; dates may be changed if necessary)

1. July 23-27: Week-long Training
2. August 1-August 15: Practice Field assignment and preparation for open book test
3. August 16: Initial Certification Exam (open book, proctored)
  - a. 85% passing
  - b. 70-84% fail, but option to take test again within 5 business days
  - c. Below 70% - Certification will not continue
4. August 20-24: Field Assignment Exam
  - a. 85% passing
  - b. 70-84% fail, but option to take test again within 5 business days
  - c. Below 70% - Certification will not continue
5. August 27-30: State Specific Trainings (webinar format/Go To Meeting/Skype)
6. August 31: State Specific Benefits Exam (open book/proctored)
  - a. 85% passing
  - b. 70-84% fail, but option to take test again within 5 business days
  - c. Below 70% - Certification will not continue
- 7. September 1: Provisional Certification after passing third exam**
  - a. Go forth and provide benefits counseling services**
8. September: Job Shadow when opportunities may be available; can be ongoing and as needed
9. September 2018 thru August 2019: Submission for review three BSA reports for grading.
  - a. One report must be on a SSI-only recipient
  - b. one report on SSDI-only recipient
  - c. one report on SSI/SSDI 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. 1<sup>st</sup> report due by December 1, 2018
  - ii. 2<sup>nd</sup> report due by April 1, 2019
  - iii. 3<sup>rd</sup> report due by July 1, 2019
10. Final Certification is given once all three reports have been submitted and passed
11. Recertification is required yearly