

DOP Trainer Certification Fact Sheet

Overview

The Division of Personnel's (DOP) Trainer Certification Program is an excellent opportunity to enhance your skills and knowledge in adult learning and active training techniques. Whether you develop educational materials or conduct training for your agency, this program equips you with the tools to excel. Review the information below to determine if this certification aligns with your goals.

Program Basics

The DOP Trainer Certification Program, offered through the Organization and Human Resource Development (OHRD) section, is a rigorous, year-long certification process. To complete the program, participants must fulfill the following requirements:

1. Coursework:

- *Introduction to Adult Learning: Enhancing Performance Through Active Learning*
- *Train the Trainer: Developing Learning Leaders – Laptop recommended*
- *Train the Trainer: E-Learning Edition*

(Note: All courses must be retaken after acceptance into the program, regardless of prior completion.)

2. Two Design Projects:

- Design and deliver a short in-person training session.
- Complete a needs assessment and training design plan for an e-learning program.

3. Comprehensive Exam:

- Pass a final exam based on course materials and independent study. A study guide will be provided.
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Work Products and Assessments

Completion of this program requires successful performance on various assignments and assessments. These proceed sequentially, with an 80% minimum passing score required for each component.

1. Face-to-Face Design Project

- **Timeline:** After completing *Train the Trainer: Developing Learning Leaders*, you will have one month to design and deliver a 15-minute training program.
- **Details:**
 - Incorporate adult learning theory and active training principles.
 - Design time: Approximately 4-6 hours.
 - Feedback will be provided by a panel of OHRD staff.
 - **Retakes:** If you do not pass on your first attempt, you'll have 30 days to revise and resubmit. A second failure will result in withdrawal from the program, though reapplication with the next cohort is allowed.

2. Needs Assessment and Training Design Plan

- **Timeline:** Completed during *Train the Trainer: E-Learning Edition*.
- **Details:**
 - Develop a needs assessment and a detailed training design plan for an e-learning program.
 - Estimated completion time: 20 hours.
 - **Retakes:** Similar to the face-to-face project, you have one opportunity to revise and resubmit if you fail the first attempt. A second failure will require reapplication to the program.

3. Final Exam

- **Format:**
 - 85–90 questions (multiple-choice, true/false, sorting, and essay).
 - Passing score: 80% or higher.
 - **Preparation:**
 - Study class materials and complete independent reading.
 - Allocate approximately 15 days for exam preparation.
 - **Scheduling:**
 - Submit an application 4 weeks before your chosen exam date.
 - Exams are held monthly at the Capitol Complex.
 - Missing a scheduled exam without prior notice results in an automatic fail.
 - **Retakes:** You may retake the exam up to three times within one year of completing *Train the Trainer: E-Learning Edition*.
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Program Timeline

The certification typically takes one year to complete, though this timeline is flexible based on your pace. You must complete all components before attempting the final exam, which is offered monthly.

Discretionary Pay Increase

This certification is eligible for up to a 5% discretionary pay increase under the Pay Plan Policy (PPP) (DOP-P12). However, the decision to award an increase is at the discretion of your agency. Discuss this possibility with your supervisor and HR department before applying.

Application Process

To apply:

1. Discuss the program's time commitment and potential pay increase with your supervisor.
 2. Complete the **Trainer Certification Program Application** when ready.
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For additional information, contact OHRD at (304) 414-0837 or email kim.a.schleicher@wv.gov.