

# DOP Trainer Certification Fact Sheet

If you conduct training or develop educational materials for your agency, the Division of Personnel's (DOP) Trainer Certification Program is a great way to enhance your skills and knowledge of adult learning and active training. To help determine whether this certification is right for you, please review the program fact sheet below.

## What are the Basic Components of the Program?

The DOP Trainer Certification Program is a rigorous certification program offered via the Organization and Human Resource Development section (OHRD) of the DOP, and its completion will take approximately one year. During this time, you will need to complete a variety of tasks, classes, and projects successfully. Specifically, you will be required to:

1. Successfully complete the following courses: \*
  - a. *Introduction to Adult Learning: Enhancing Performance Through Active Learning*
  - b. *Train the Trainer: Developing Learning Leaders*, and
  - c. *Train the Trainer: E-Learning Edition*.
2. Complete two graded design projects, including:
  - a. Development and delivery of a short face-to-face training, and
  - b. Completion of a needs assessment/training design plan.
3. Prepare for and pass a comprehensive examination of course content and independent reading/study (a guide will be provided).

\* All courses must be taken again after acceptance into the certification program regardless of prior completion status.

## Can You Tell Me More About the Work Products and Assessments?

As stated above, there are several work products and assessments you will need to complete successfully to move forward in the certification. These assignments proceed in a stairstep fashion, meaning that you must pass the first project before being eligible for the next. Unless otherwise stated, all assignments/assessments must receive an 80% or higher to pass. While you will receive more detailed information as you move through the program, a summary is provided below:

### **In-class Design Project**

As part of *Train the Trainer: Developing Learning Leaders*, you will design and deliver a short (10–15 minute) training program based on adult learning theory and active training principles. A rubric for this assignment will be made available in class. The training session will be reviewed by a panel of OHRD staff, and feedback will be provided. Upon successful completion of this project, you will advance to *Train the Trainer: E-Learning Edition*.

If you fail to pass this assignment on the first try, you will receive detailed feedback from the OHRD staff. After you receive this feedback, you have 30 days to make revisions and present the program in front of OHRD staff. If the second attempt does not result in a score of 80% or better, you will be asked to re-apply and complete the program again.

### **Online Needs Assessment and Training Design Plan**

As part of *Train the Trainer: E-Learning Edition*, you must complete a needs assessment and training design plan for an e-learning program. While a rubric will be provided in class, this work product is meant to show both understanding of e-learning design principles as well as your ability to apply those principles to your own unique situation. This two-part assignment will be graded by a panel of OHRD staff and feedback will be provided within four weeks of submission. Upon successful completion of this assignment, you become eligible to sit for the final exam.

If you fail to pass the assignment on the first try, you will receive detailed feedback from the OHRD staff. After you receive this feedback, you have 30 days to make revisions and submit the assignment to the OHRD staff for review. If the second attempt does not result in a score of 80% or better, you will be asked to re-apply and complete the program again.

### **Final Examination**

From the start of *Train the Trainer: Developing Learning Leaders*, you have one year to complete the program in its entirety including applying and sitting for the final, comprehensive exam. Information on the exam, and how to schedule it, are as follows:

#### **Preparation for the Exam**

The exam consists of 85–90 multiple choice, true/false, sorting, and essay questions. It must be passed with a score of 80% or higher. You have one year from the start of *Train the Trainer: E-Learning Edition* to apply for the exam. To be successful, you must do the following:

- Study the materials from all required classes;
- Deepen your knowledge through independent study of the suggested readings and topics; and
- Plan approximately 15 days to study for the exam (not including the readings).

#### **Exam Appointment Scheduling**

- When you are ready to sit for the exam, fill out the exam application **four (4) weeks before** the selected testing date. Testing will be scheduled at the Capitol Complex.
- DOP will send a testing confirmation with the date and location of the exam to the candidate.

#### **Cancellations and Rescheduling**

If you need to cancel and/or reschedule your exam, please notify OHRD staff 24 hours in advance if possible. You can reach OHRD at (304) 414-0837 or at [kim.a.schleicher@wv.gov](mailto:kim.a.schleicher@wv.gov). Any missed appointments are considered a “No Show” and result in a “Fail” on the exam.

### **Exam Results**

The exam score is determined by the number of items answered correctly out of the total number of items on the exam.

- To pass the exam, you must answer 80% or more of the test items correctly.
- Should you fail to receive 80% or higher, you may re-take the exam at your earliest convenience after completing a new application for testing.
- You will receive your test score no later than four (4) weeks after the exam date.

### **Re-Testing**

If you fail the exam on your first attempt, you can re-take it two more times within one year of completing *Train the Trainer: E-Learning Edition*. If you were unable to pass the exam on your third attempt, you will have to re-apply for the certification and complete the program again.

## **What is the Timeline for Completing this Program?**

This certification should take approximately one year to complete. This timeline is somewhat flexible because your progression through the program depends on your successful completion of the graded components. In addition, you determine when you want to sit for the exam (we will have a monthly exam date available.) You can attempt the exam only after you have successfully completed all other components of the program.

## **Can this Certification Lead to a Discretionary Pay Increase?**

Yes. This certification has been deemed eligible for up to a 5% discretionary increase as part of the Pay Plan Policy (PPP) (DOP-P12). Please note, however, that being a PPP eligible certification is not a guarantee of an increase. Your Agency will make the final determination regarding whether to approve a discretionary increase for completing your certification. We recommend you need to talk to your supervisor and HR Unit to determine whether your agency can provide a discretionary increase for completion of this certification prior to attempting the certification.

## **How do I Apply?**

If you are interested in applying, speak with your supervisor to discuss the time commitment and potential discretionary pay increase. When you are ready, complete the Trainer Certification Program Application.