



ROMA Mentor Qualifications and Responsibilities

Mentors are NPtP Certified ROMA Trainers with the following characteristics:

- Have conducted at least four Introduction to ROMA Trainings beyond the Internship (could be with a co-trainer or as a sole presenter);
- Have attended at least two of the four In-service Continuing Education Programs (2004 – 2008) and continue to attend ICEP sessions and other national conferences;
- Have the time, ability and willingness to devote to assisting a candidate work through the training and certification process:
- Have a clear understanding of the key points of the ROMA curriculum and be able to help a candidate achieve a high level of familiarity with the content of the Introduction to ROMA curriculum;
- Have the ability to provide constructive evaluative comments to a candidate to enable him/her to hone presentation skills.

This is a volunteer position. Mentor expenses in attending the Classroom Training with a Candidate will be reimbursed by the NPtP Program. Other expenses (for Practice Sessions, Internships, etc.) will be covered based on funding availability. Other possible funding resources for these activities may be the Association, State CSBG Office, your employer or the Candidate's employer.

As a mentor, you will be expected to:

1. provide support for candidate **preparation for classroom session**, including understanding concepts, familiarity with the Trainer Manual, and assistance in presentation style;
2. review the candidate's e-course work (online) prior to classroom session, to familiarize yourself with the responses provided regarding the concepts;
3. **attend the classroom session** with candidate;
4. follow up, after the classroom session by **conducting at least one practice training(s)** with your Candidate as your co-trainer within 120 days after the Classroom session;
5. **communicate your observations and evaluations** of the Candidate's performance to the CAAP Training Director, and recommend the Candidate for Internship;
6. and provide support for **preparation for the Internship**.

In this process, Mentors will be asked to work with one or two individuals for Candidacy. Mentors will be asked to make a commitment **help make the Candidate's** practice sessions, Internship, and post-certification **trainings work**.

There are many barriers to the actual production of a training event such as the cost of training. The costs include: *reproduction of material for the training session and for the participants, space costs, refreshments/food for the training, travel and possibly overnight lodging for participants and trainers, and possibly a stipend for the trainers.* The logistics of arranging training can also be a barrier. *Deciding who to invite, making the invitations, and following up to assure participation can all be time consuming and also incur costs.*

As a part of the Mentorship process, a Candidate is required to conduct with another candidate or his/her Mentor, one or more field practices prior to the internship. Following Certification, a long-term commitment is expected from states to support at least two ROMA trainings per year for each Certified Trainer in the state. *Acknowledgement of this commitment should also be included in your letter of recommendation for your Candidate(s) for Certification.*

The following are the steps to take to prepare for the Classroom Training:

Candidates will be participating in the e-course as preparation, and Mentors are welcome to review the e-course to enable you to provide any support needed. Mentors are also encouraged to act as “on-line instructors” and communicate with the candidate as s/he goes through the course or once the course is completed.

Candidates will be expected to prepare and present two (2) thirty (30) minute segments of the course during the Classroom Training. The Mentor is expected to assist her in this preparation. The NPtP project staff will assign the segments to be presented, and information to help in preparation for the Training. Mentors will be responsible for going to the web site at www.roma-nptp.org and selecting the “Network Resource” tab to find the complete set of documents that include the participant manual and the trainer manual. The Network Resources requires a password, which will be provided upon request at the site.

All of these factors should be considered before agreeing to support a Candidate for Certification in the role of “Mentor.”