



FACA
Florida Association for Community Action (FACA), Inc.



To: Potential Florida Certified ROMA Trainers

From: Wilma McKay, Executive Director
Florida Association for Community Action, Inc.

RE: Invitation to become a Candidate for Certification

Are you interested in becoming a Florida Certified ROMA Trainer?

The Florida Association for Community Action, Inc. in partnership with the Community Action Association of Pennsylvania is now accepting applications for new candidates for the National Peer to Peer ROMA Training Certification program. As a Candidate for ROMA Trainer Certification you would be required to:

- 1. Complete and return the attached application by October 9, 2009** -- which includes various letters of recommendation/agreement from the Candidate's employer/immediate supervisor, the state Association, the CSBG office, and a Certified Trainer who agrees to act as Mentor; and documentation of prior training experience and knowledge of the CAA network (resume). **Applications must be received by October 9, 2009 in order to provide recommendations to the National Peer-to-Peer Program prior to October 12, 2009.** If accepted as a Candidate, you will receive an Acceptance Letter from the National Peer-to-Peer Project immediately following the Application deadline.
Candidates must also include a \$700 application/registration fee with the application, made payable to the Florida Association for Community Action, to cover the National Peer-to-Peer Program (NPtP) Application Fee and defray the site costs of the November 2009 Classroom Session. Application/ Registration Fees must be paid/received prior to attendance.
- 2. Participate in a phone interview with the NPtP Project Intake Committee.**
- 3. Complete the on-line course by November 6, 2009. (Phase I)**
- 4. Attend the four (4) day Train the Trainer classroom session scheduled on November 17-20, 2009 during which a video tape will be made of your presentation of two of the curriculum Modules. Note: you are expected to arrive on site on Monday, Nov. 16, as the training starts at 8:00 AM on Tuesday, Nov. 17th. (Phase II) A Draft Agenda is attached to familiarize you with the session expectations.**
- 5. Conduct two "practice" trainings with another candidate or your Mentor as your co-trainer in your state, sponsored by the Association or State office within four (4) months of the**

Classroom Session that would be a benefit to the state as well as would provide you with practice in delivery of the modules. **(Phase III)**

6. **Conduct a training with another Candidate as your Internship**, which will be evaluated by a Master Trainer within twelve (12) months of the Classroom Session. **(Phase IV)**
7. Commit to on-going training in the state, and as needed throughout the country.
8. Commit to on-going in-service sessions to maintain your skills.

The *Four Phases of Training and Certification* requirements for the National ROMA Peer-to-Peer Training Program are further explained in the attached document. Additionally, a *Schedule of Events* which reflects overall project Timelines is also attached for your information.

If you feel you would be an asset to our training network, please complete an application packet and send it to:

Wilma McKay, Executive Director
FACA NPtP ROMA Training Project
Florida Association for Community Action, Inc.
820 E. Park Ave, Suite E200
Tallahassee, FL 32301

For more information call (850)224-4774. You may also go to the project web site at www.roma-nptp.org.

This Florida project presentation is sponsored by the Florida Association for Community Action (FACA), Inc. and funded by the US Department of Health and Human Services – Office of Community Services under the direction of the Community Action Association of Pennsylvania.



Attachments: (Application) (Classroom Session Draft Agenda) (Four Phases of Training & Certification) (Project Schedule of Events)

cc: Barbara Mooney, Director of Training, Community Action Association of PA
Frederick Richmond, President, Center for Applied Management Practices



820 E. Park Avenue, Bldg. E-200 • Tallahassee, FL 32301 • (850) 224-4774 • Fax: (850) 224-5762
Email: info@faca.org • Website: www.faca.org

A Federation of Community Action Agencies, Weatherization, Head Start programs and other sanctioned organizations since 1980