

MnCHOICES Certified Assessor Training (MnCAT) & Certification Process INSTRUCTIONS FOR LEAD AGENCIES

04-02-2015

1. Identify staff who will fulfill the tasks for which a certified assessor is required.
2. Verify that the person meets the education and experience requirements to become a certified assessor, according to [Minnesota Statute §256B.0911, Subd. 2b.\(b\)](#).
 - a. Document verification of education and experience ([sample form](#))
 - b. Record in the Certified Assessor Report
3. Direct qualified candidate to begin MnCHOICES training in [TrainLink](#)
 - a. Provide candidate with Instructions and Checklist for Qualified Candidates
 - b. Allow time away from normal work to focus on training
 - c. Encourage a variety of adult learning methods to support a variety of learning styles
 - d. Use your MnCHOICES Mentor(s) to support the qualified candidate with questions and problem solving about training and certification
4. Direct the qualified candidate to begin and complete **Step #1 – Foundations: Overview and Basics** (*Estimated time: 2.5 – 6 hours*)
 - a. Best practice is for qualified candidates to begin with the Overview and then complete the Basics
5. Direct the qualified candidate to begin and complete **Step #2 – Principles: Seven courses and five tests in sequential order** (*Estimated time: 7 – 15 hours*)
6. Direct the qualified candidate to begin and complete **Step #3 – Application: Training and hands-on experience to learn how to access and become proficient in using MnCHOICES** (*Estimated time: 6 – 10 hours*)
 - a. Candidate **must** complete Steps #1 and #2 before they begin Step #3
 - b. Provide candidate security access to the MnCHOICES Training Zone (MTZ) and the URL
 - c. Access to MTZ includes security access for all MnCHOICES functions and tasks
 - d. Provide candidate with URL to MnCAT Step 3 in TrainLink, scenario to complete an assessment and the MnCAT Step 3 Guide Book
 - e. Support the candidate to build an assessment beginning with a Person Search, ending with a closed/complete assessment and facilitating a multi-disciplinary learning lab (MLL) (Instructions and documents for Step 3 – Part 3 Interim Process in 3/9/15 email)
7. Validate that the candidate completed all requirements of MnCAT
 - a. Provide the URL to take the MnCAT Step 3 test in TrainLink
 - b. After passing test with at least 80% proficiency, candidate will receive prompts to obtain and save certificate from TrainLink
 - c. Co-sign the certificate acknowledging that candidate met credential requirements and successfully fulfilled training requirements
 - d. [Complete](#) Certified Assessor [Report](#) and send to the [MnCHOICES mailbox](#)
8. Give the Certified Assessor security access in MnCHOICES Production site to edit MnCHOICES assessments. Add any other security access they need to complete MnCHOICES functions and tasks included in their job description.
 - a. Encourage Certified Assessors to continue practicing in MTZ even after they are certified



MnCHOICES Certified Assessor Training (MnCAT) & Certification Process CHECKLIST FOR LEAD AGENCIES

04-02-2015

- Identify staff who will be certified assessors
 - Verify and document that prospective certified assessors meet the education and experience requirements according to [Minnesota Statute §256B.0911, Subd. 2b.\(b\)](#)
 - Use sample document to Track Certified Assessors
- Direct qualified candidate to begin certification training in [TrainLink](#)
 - Provide instructions to candidate
- Direct qualified candidate to begin and complete **Step #1 – Foundations:**
 - Overview
 - Basics
- Direct qualified candidate to begin and complete **Step #2 – Principles:**
 - Seven courses in sequential order
 - Five tests
- Direct candidate to begin and complete **Step #3 – Application:** Access and Navigation, Content and Practice
 - Provide candidate:
 - Step 3 Overview [document](#)
 - Access to the MnCHOICES Training Zone (MTZ)
 - MTZ URL
 - URL to access Step 3 of MnCAT
 - [Scenario](#) to complete assessment
 - Step 3 [Guide](#) Book
 - Tracking [document](#)
 - MnCHOICES [content](#) map
 - Appropriate tools from 3/9/15 email
 - Facilitate a multi-disciplinary learning lab
 - Discuss key messages to candidate following 3/9/15 email
 - Conduct additional training, review, discussions as needed
 - Provide URL for Step 3 test in TrainLink
 - Review and validate candidate's completion of MnCAT requirements
 - Co-sign certificate if all requirements are met
- Submit Certified Assessor Report to DHS
- Give Certified Assessor security access to MnCHOICES Prod to edit Assessments plus security for other tasks in their job description
- Encourage Certified Assessors to continue practicing in MTZ