ELITE INSTRUCTOR PROGRAM: NEW CANDIDATE TMS JOB AID

Purpose

The purpose of this job aid is to guide New ELITE Candidates through the process of accessing the ELITE training in TMS 2.0.

1. **Log in** to TMS 2.0 through Single Sign-On (recommended) or through Password/Passcode.

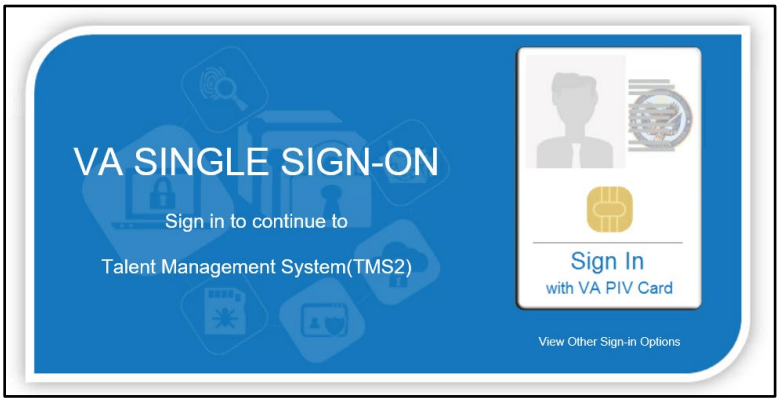

Figure 1: VA TMS 2.0 Single Sign-On Page

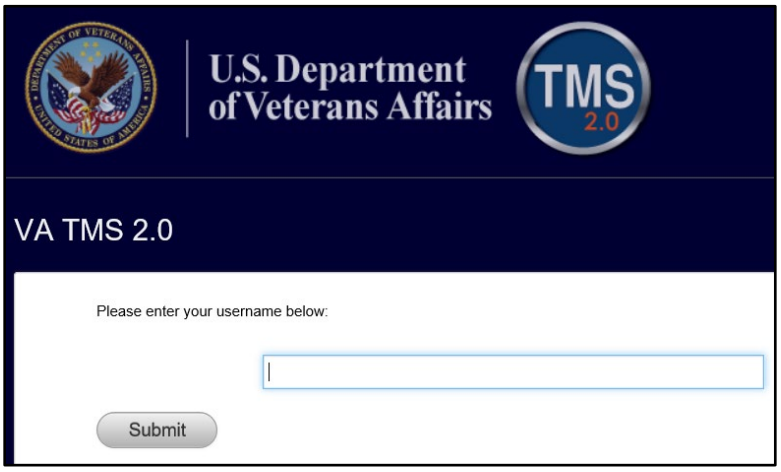

Figure 2: VA TMS 2.0 Password/Passcode Page

2. **Select** > Home.

Figure 3: TMS 2.0 Home Screen

3. From the drop-down menu **Select** > Learning.

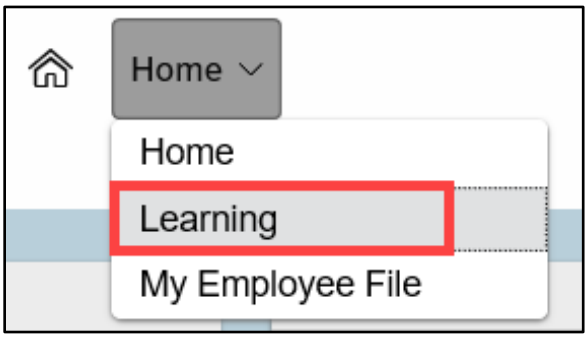

Figure 4: TMS 2.0 Home Screen Drop-down Menu

4. In the To-Do Keyword search **Enter** > ELITE.

Figure 5: To-Do Keyword Search

5. **Scroll** to assignments Due Later.

Figure 6: My Learning > Due Later

6. **Find** ELITE Prerequisite Instructor Training Course (ITC) and **Select** > START COURSE.

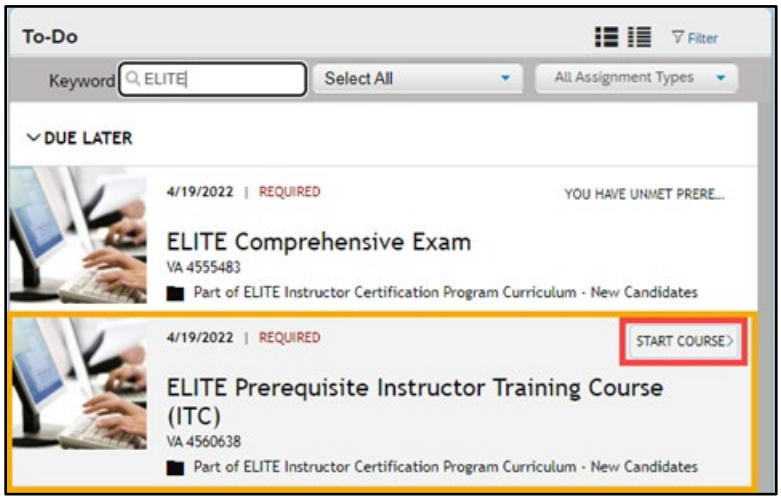

Figure 7: ELITE Prerequisite Instructor Training Course (ITC)

7. After completing the ELITE Prerequisite Instructor Training Course (ITC) item, it will be removed from your To Do list.

8. To continue, find the ELITE Comprehensive Exam and **Select** > START COURSE.

Figure 8: ELITE Comprehensive Exam

Completing the Comprehensive Exam

You must receive an overall score of 80% to demonstrate the required level of proficiency and successfully complete the assessment. You have three (3) attempts to successfully complete the exam.

- **Successful Completion**

Upon successful completion of the Comprehensive Exam, email ELITE@vbatraining.org to register for an ELITE Practicum event.

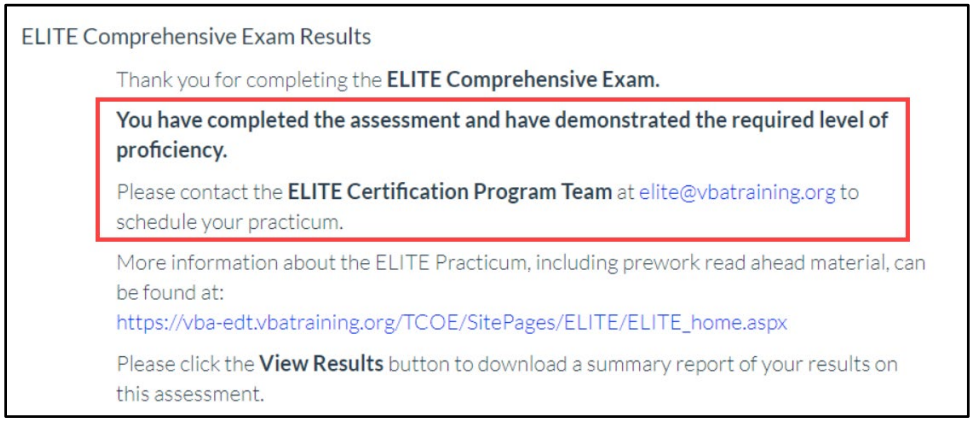

Figure 9: Exam results—required level of proficiency demonstrated

- **Additional Attempts**

Should you need a second or third attempt to successfully complete the assessment, email ELITE@vbatraining.org to have the exam reset.

NOTE: The reset can only be done by the ELITE Certification Program Team.

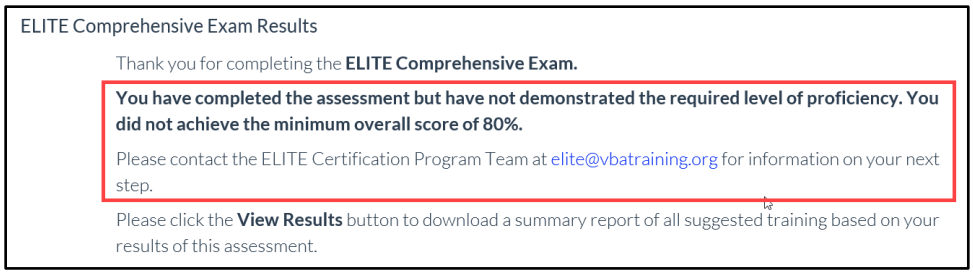

Figure 10: Exam results—required level of proficiency not demonstrated