

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

	U.S. Department of Veterans Affairs
VA TMS 2.0	
Please enter you	r username below:
	1
Submit	

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.

(3	Home ~	
	Home	
	Learning	
	My Employee File	

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.

То-Do

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 <u>ELITE@vbatraining.org</u> to register for an ELITE Practicum event.

ELITE C	Comprehensive Exam Results
	Thank you for completing the ELITE Comprehensive Exam.
	You have completed the assessment and have demonstrated the required level of proficiency.
	Please contact the ELITE Certification Program Team at elite@vbatraining.org to schedule your practicum.
	More information about the ELITE Practicum, including prework read ahead material, can be found at: https://vba-edt.vbatraining.org/TCOE/SitePages/ELITE/ELITE_home.aspx
	Please click the View Results button to download a summary report of your results on this assessment.

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 <u>ELITE@vbatraining.org</u> to have the exam reset.

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

ELITE Cor	ELITE Comprehensive Exam Results		
	Thank you for completing the ELITE Comprehensive Exam.		
	You have completed the assessment but have not demonstrated the required level of proficiency. You did not achieve the minimum overall score of 80%.		
	Please contact the ELITE Certification Program Team at elite@vbatraining.org for information on your next step.		
	Please click the View Results button to download a summary report of all suggested training based on your results of this assessment.		

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

