

## ELITE INSTRUCTOR CERTIFICATION COURSE TMS JOB AID

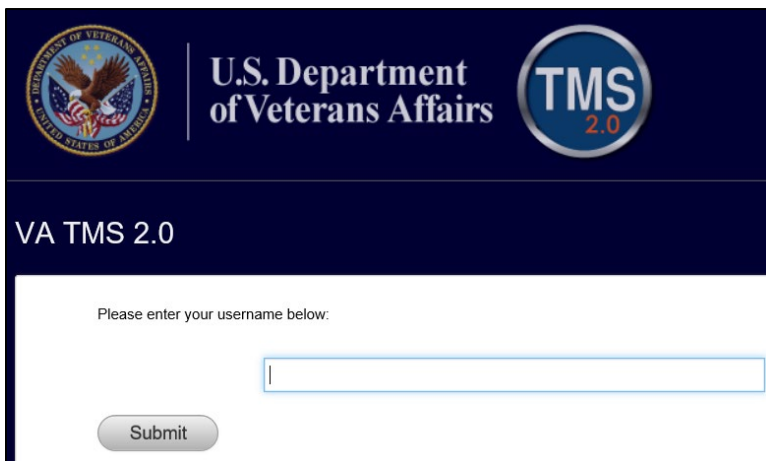
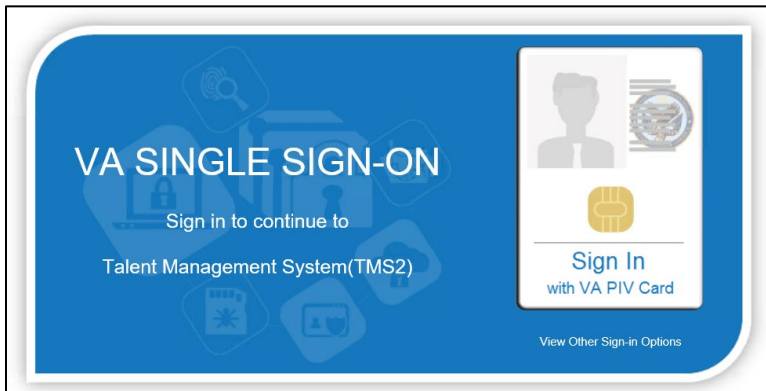
### Purpose

The purpose of this job aid is to guide ELITE Instructor Certification Course candidates through the process of locating and beginning the ELITE Prerequisite Instructor Training Course (ITC) and the ELITE Comprehensive Exam in Talent Management System (TMS) 2.0.

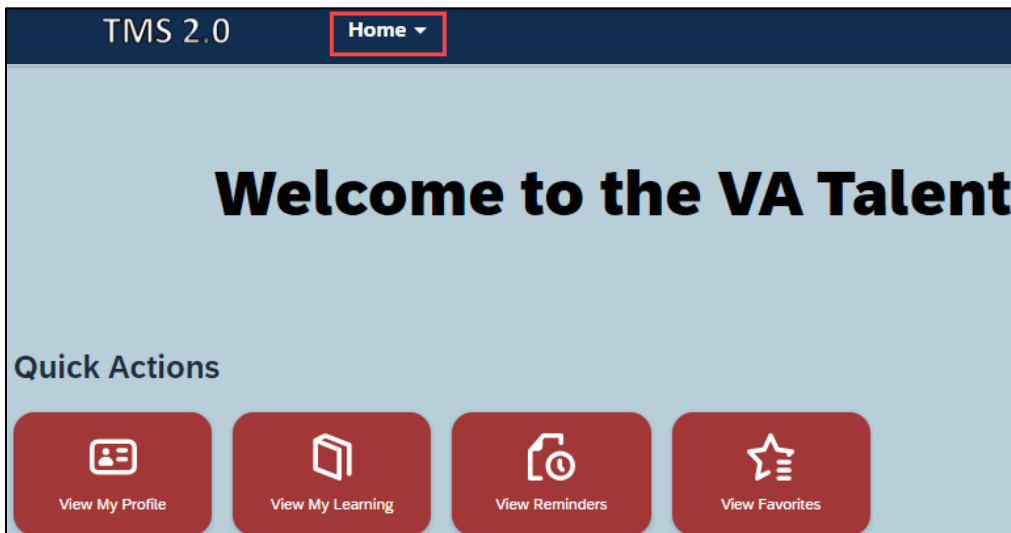
### ELITE PREREQUISITE ITC

ELITE Instructor Certification Course candidates must complete the assigned ELITE Prerequisite ITC as the first component of the program.

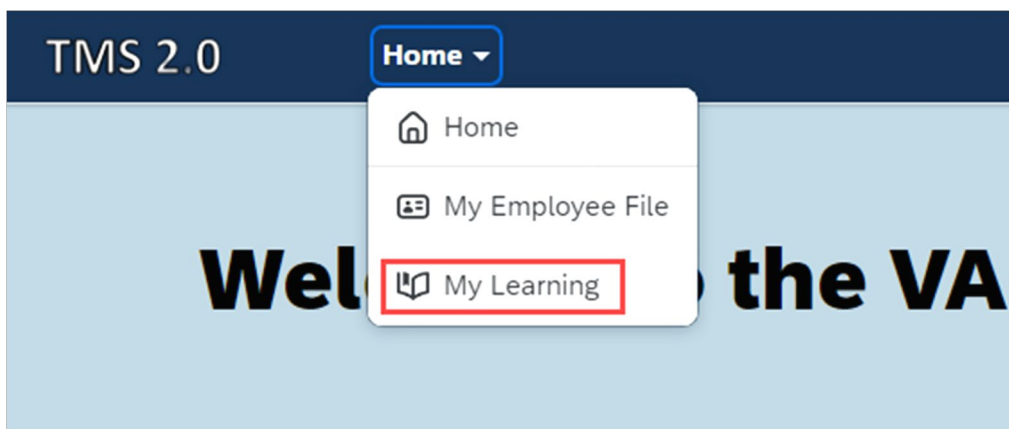
1. Log in to TMS 2.0 using VA Single Sign-On (recommended) or VA TMS 2.0 username/passcode credentials.



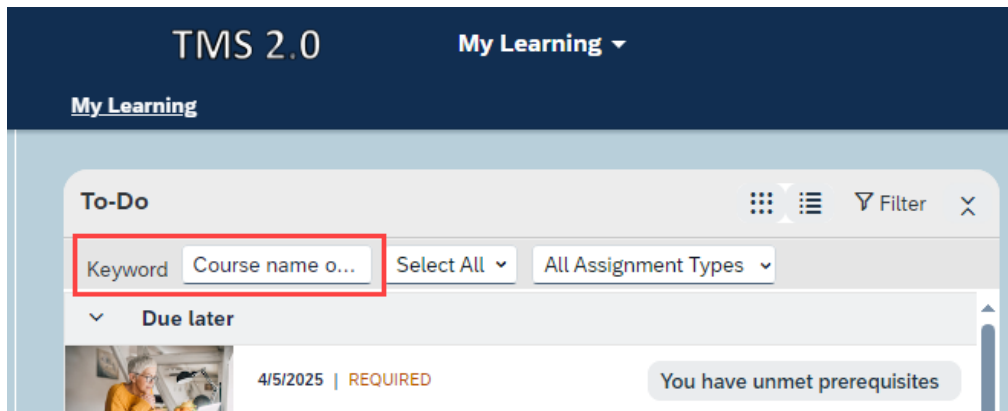
2. Select **Home**.



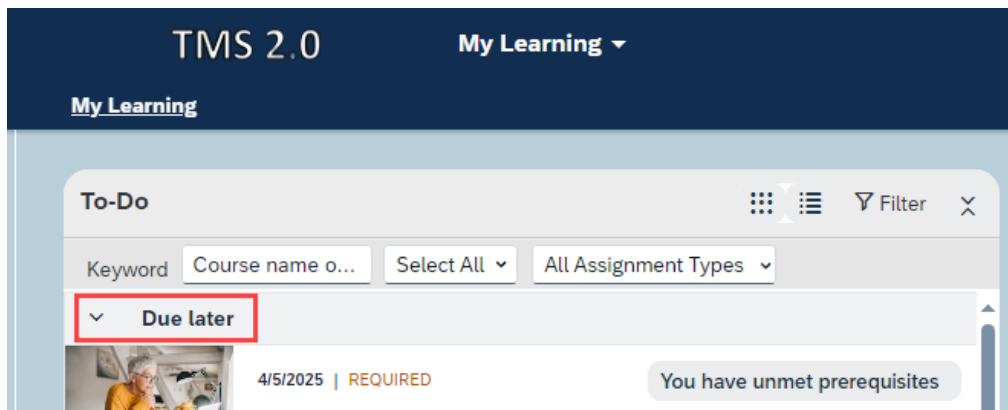
3. Select **My Learning** from the Home drop-down menu.



4. Enter **ELITE** in the To-Do Keyword search field.

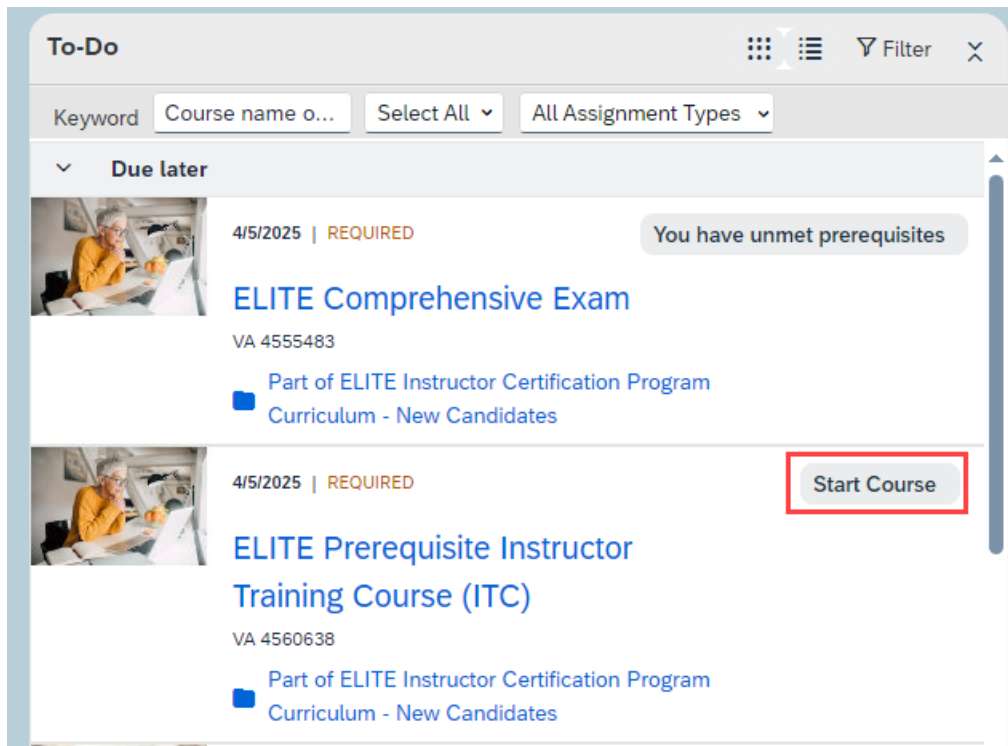


5. Select **Due later** to expand the list of assigned items.



6. Locate the ELITE Prerequisite Instructor Training Course (ITC).

7. Select **Start Course**.



## ELITE COMPREHENSIVE EXAM

Upon completion of the ELITE Prerequisite ITC item (which is removed from the candidate's To-Do list), candidates may progress to the ELITE Comprehensive Exam. Candidates have three attempts to successfully complete the 150-minute timed exam and receive a passing score of 80% or higher to demonstrate the required level of proficiency.

1. Locate the ELITE Comprehensive Exam in TMS 2.0 according to the steps for locating the ELITE Prerequisite ITC.
2. Select **Start Course**.



## NEXT STEPS

Candidates who receive a passing score on the ELITE Comprehensive Exam are directed to contact the ELITE Team at [ELITE@vbatraining.org](mailto:ELITE@vbatraining.org) to register for an ELITE Practicum and Observation/Evaluation event.

### ELITE Comprehensive Exam Results

Thank you for completing the **ELITE Comprehensive Exam**.

**Congratulations!** You have completed the assessment and have demonstrated the required level of proficiency.

#### Important Next Steps:

1. Schedule your Practicum/Evaluation.
  - a. Please contact the **ELITE Certification Program Team** at [ELITE@vbatraining.org](mailto:ELITE@vbatraining.org) for more information.
2. Learn more about the ELITE Practicum.
  - a. Prework read ahead material can be found at: [Preparing for Your ELITE Event](#).

Candidates who do not receive a passing score on the ELITE Comprehensive Exam are directed to contact the ELITE Team at [ELITE@vbatraining.org](mailto:ELITE@vbatraining.org) to request an exam reset for a second or third attempt.

### 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](mailto: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.