# 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.
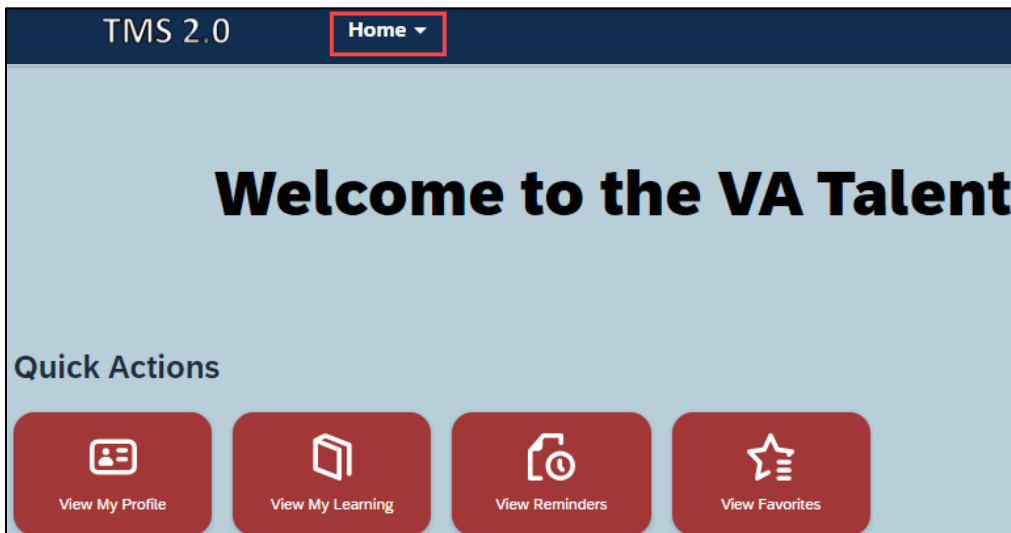
ELITE PREREQUISITE ITC

ELITE Instructor Certification Course candidates must complete the assigned ELITE Prerequisite ITC as the first component of the program.
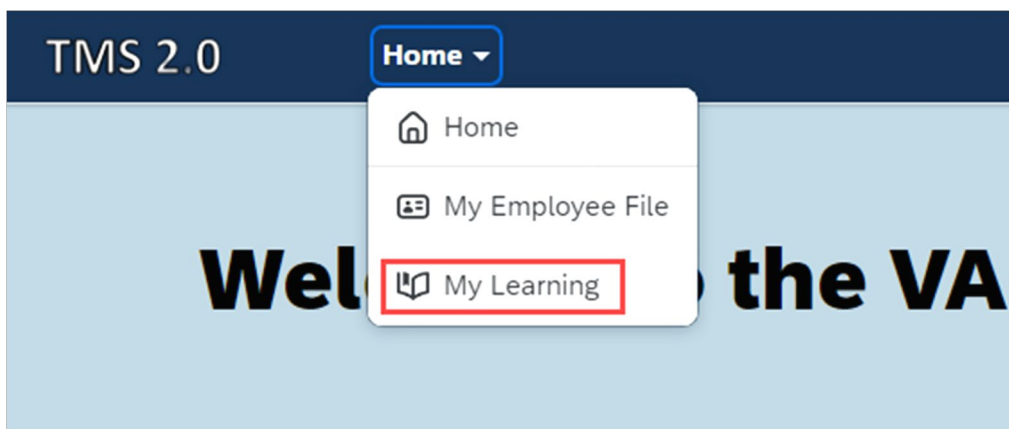
1. Log in to TMS 2.0 using VA Single Sign-On (recommended) or VA TMS 2.0 username/passcode credentials.
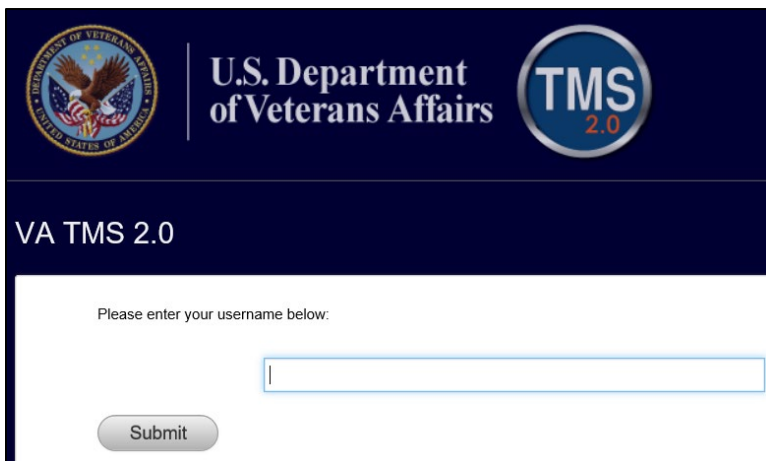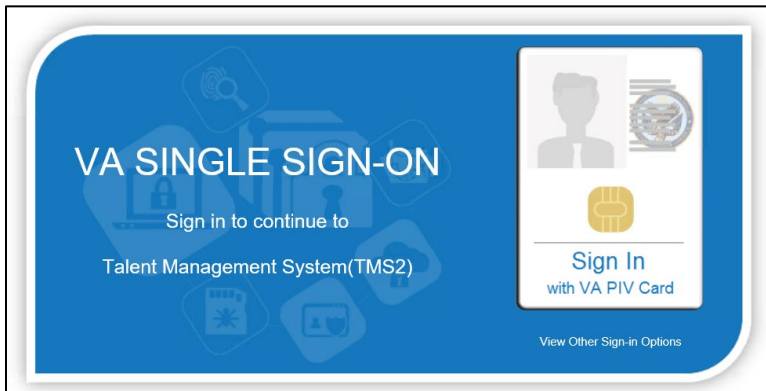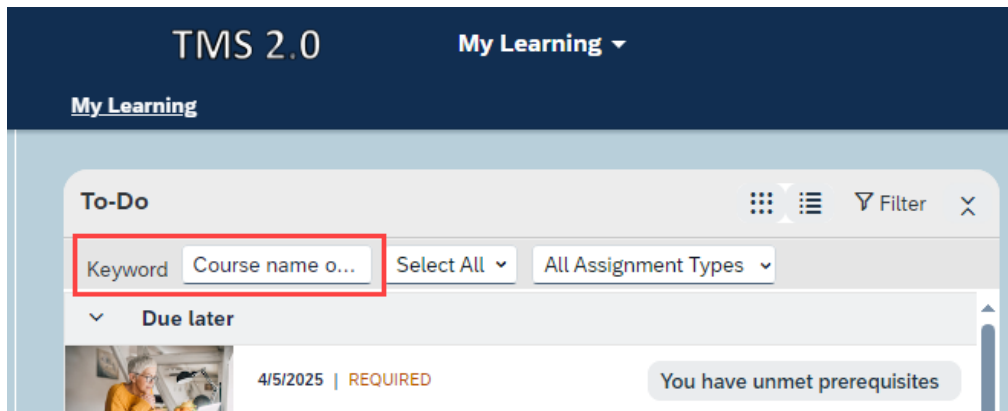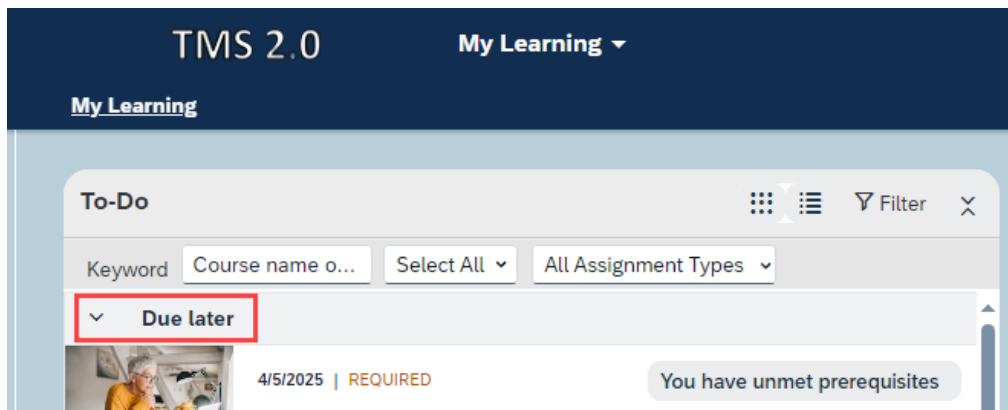
2. Select **Home**.

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

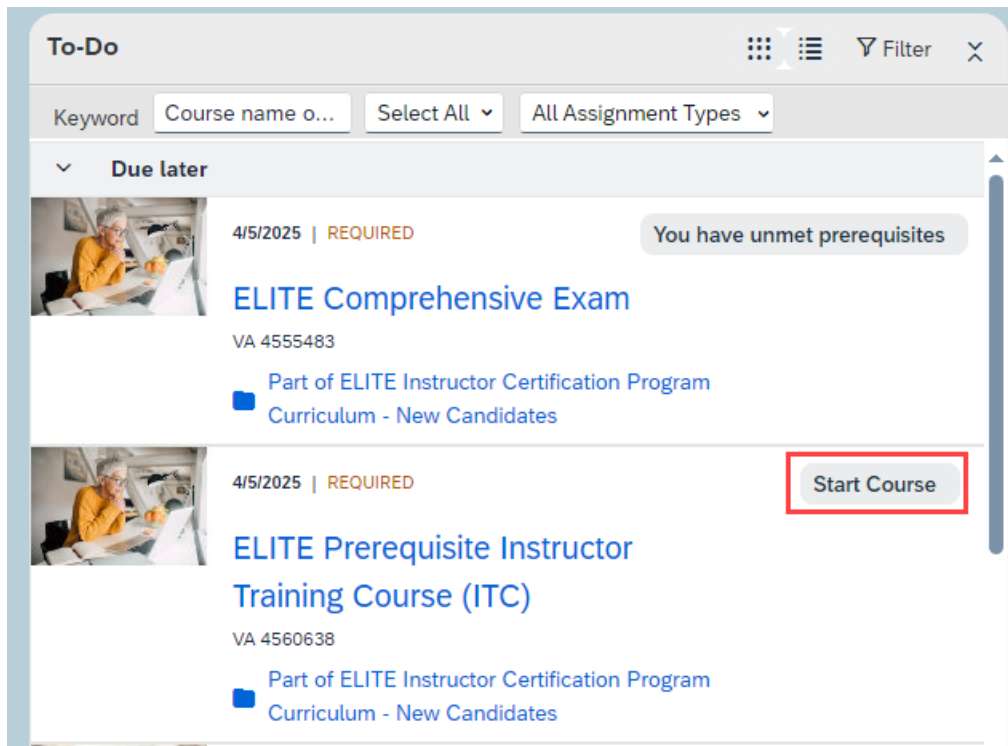4. Enter **ELITE** in the To-Do Keyword search field.

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** to register for an ELITE Practicum and Observation/Evaluation 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** to request an exam reset for a second or third attempt.