

NEW CERTIFICATION PROCEDURES



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**The Council on
Quality and Leadership**

www.c-q-l.org



Purpose

1. Establish criteria to maintain certification
2. Increase learning opportunities
3. Extend certification term

Certification Options

- Certified Interviewer
- Certified Trainer

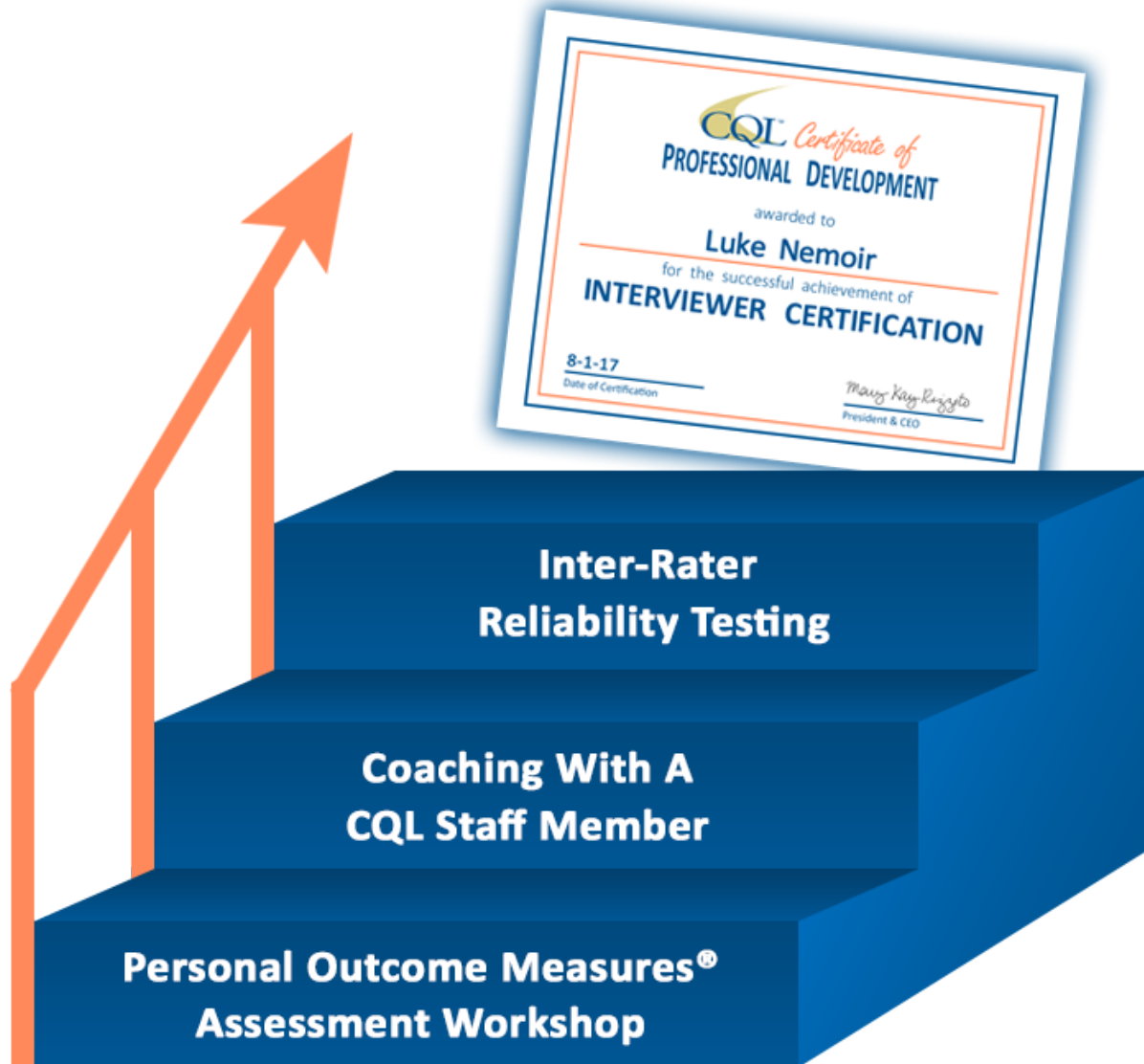




ONLY **CQL Staff** can designate people
as Certified Interviewers/Trainers.



Interviewer Certification





Interviewer Certification

Before the Reliability Assessment, the Certified Interviewer Candidate **MUST** complete at least one (1) practice interview.

Two Options:

1. The Candidate will complete an interview, follow-up activities, and make decisions. The Candidate will come to the coaching interview prepared to share their decisions and rationale, as well as ask any questions

OR

2. The Candidate may complete an interview, follow-up activities, and make decisions with the CQL staff. This activity would be scheduled between the “Coaching Interview” and the Reliability Assessment. (Additional Cost)

Gather Information

The candidate gather sufficient information to answer at least

40/42

outcomes/
supports

Agreement

The candidate agrees with the CQL staff on

85%

of outcomes and supports.

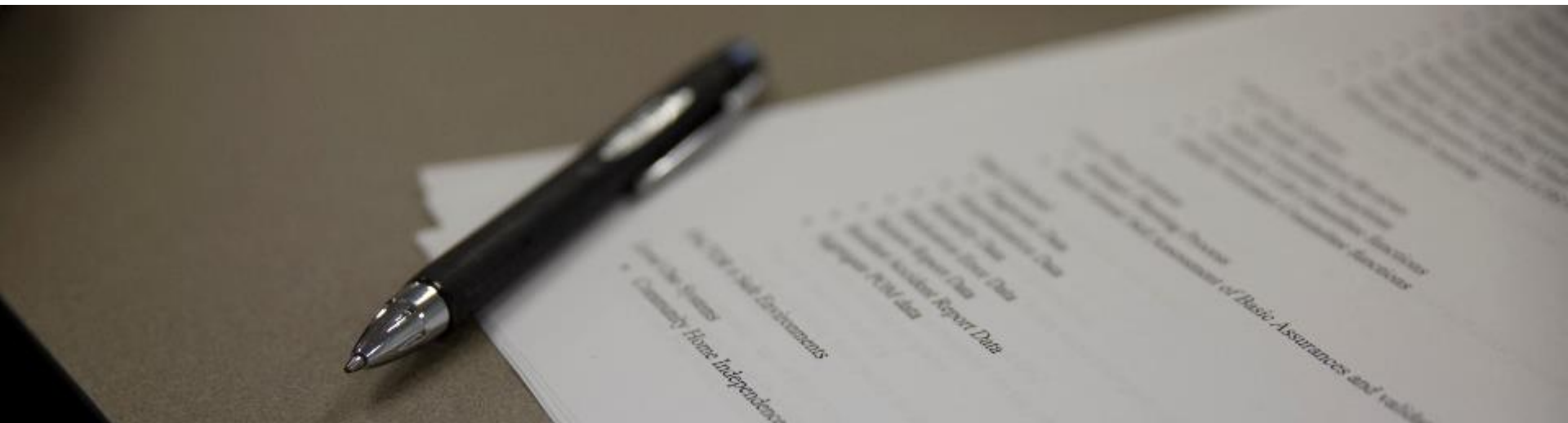
Must agree on y/n and why.



Interviewer Agreement

The Certified Interviewer will sign an agreement that:

- Indicates the requirement to maintain certification
- And the Term of the Certification





Certified Interviewer

The Certified Interviewer is able to complete Personal Outcome Measures® interviews.

- The certification is valid only in the measure in which you completed the reliability assessment.
- Someone may hold certifications in multiple measures.



Requirements to Maintain Interviewer Certification

Interviews

- 20 Interviews using Personal Outcome Measures®

Continuing Education

- 8 hours of education from CQL

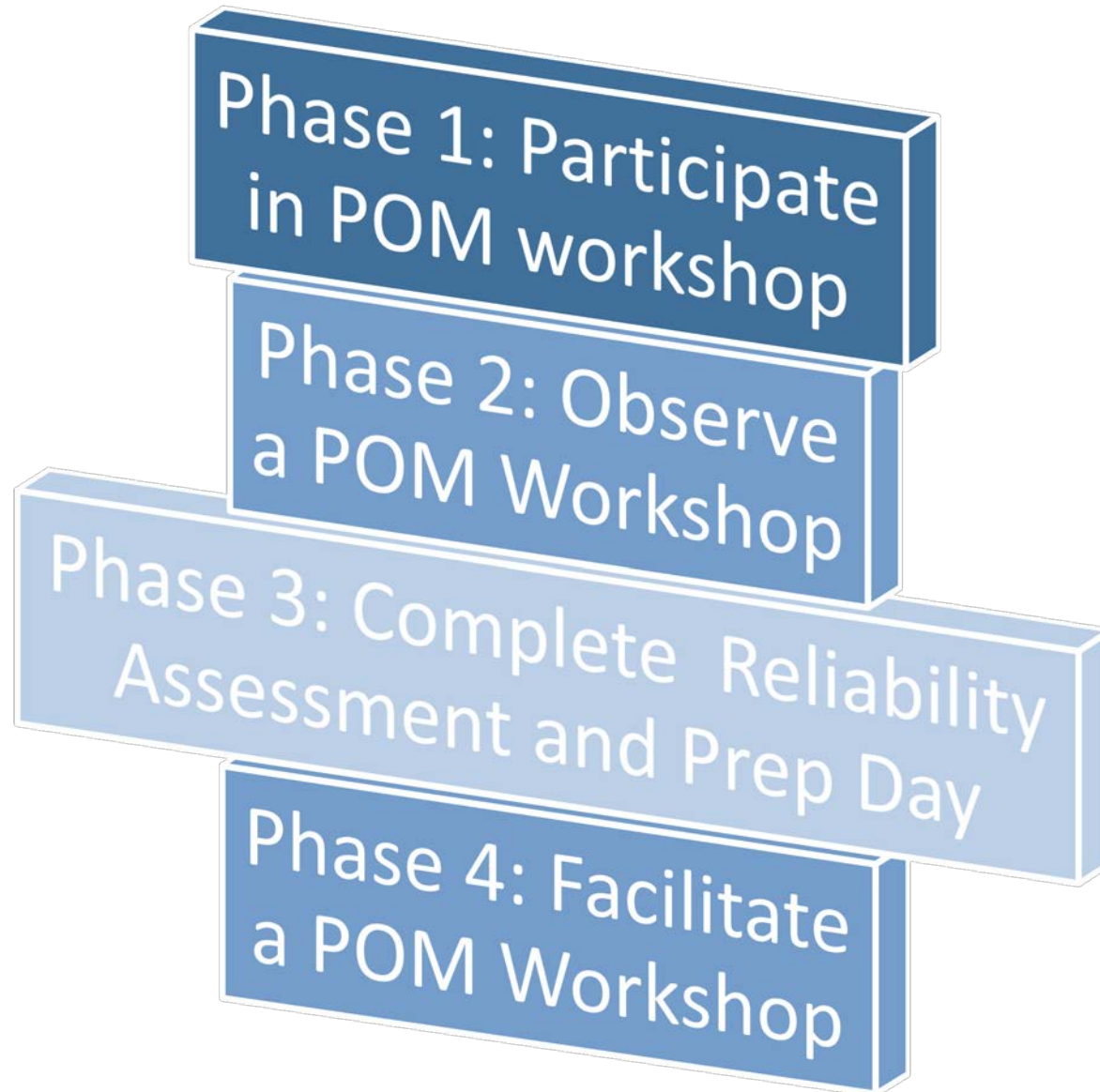


Certified in Multiple Measures

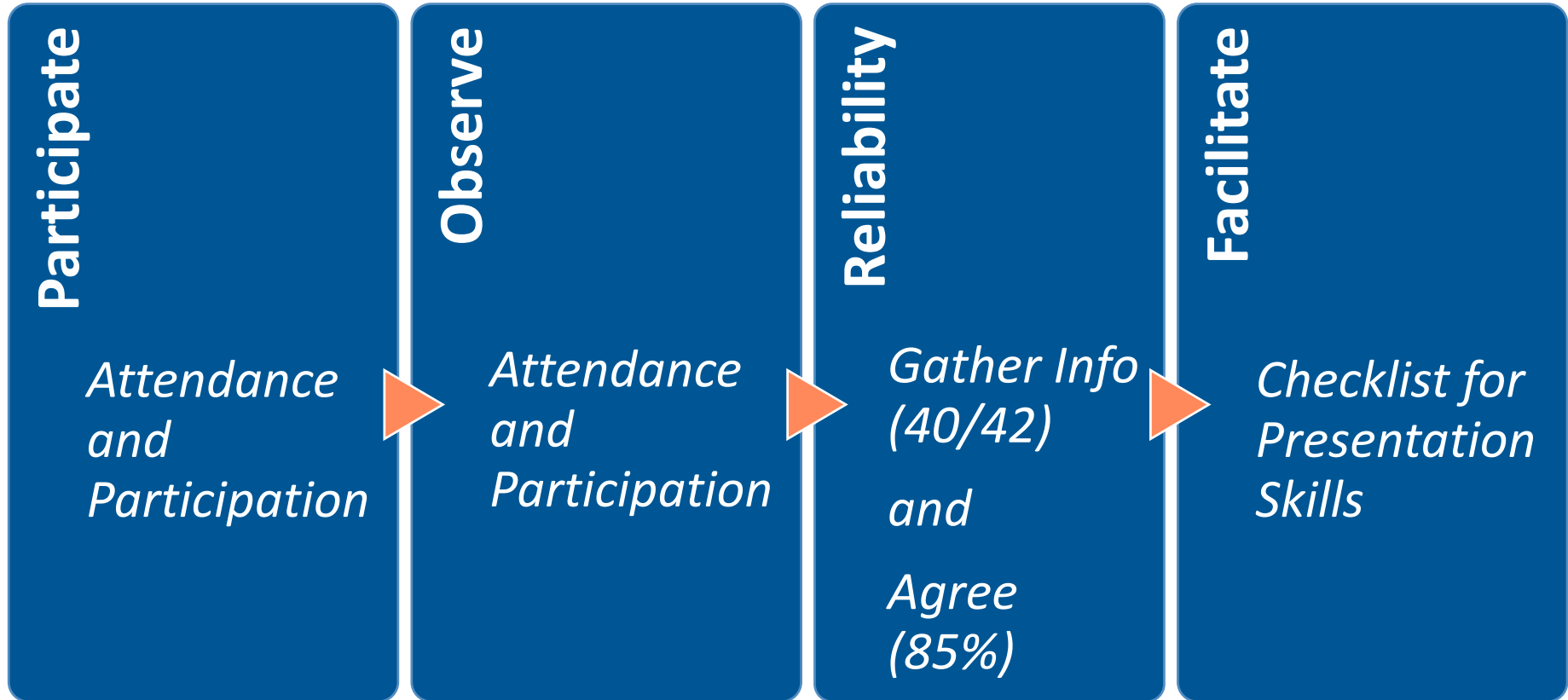
If you are certified in more than one measure, you will complete at least **15 interviews in each measure** to ensure sufficient experience with the different measures.



Certified in Multiple Measures



Criteria for Success

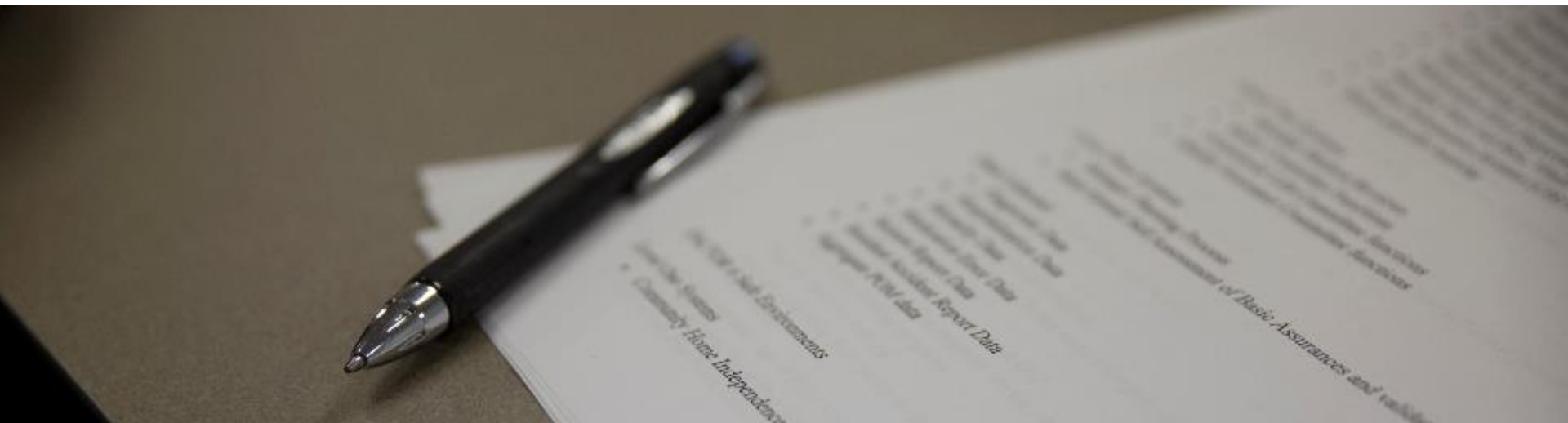




Trainer Agreement

The Certified Trainer will sign an agreement that:

- Indicates the requirement to maintain certification
- And the Term of the Certification





Trainer Certification

A Certified Trainer is authorized to:

- Conduct Personal Outcome Measures[®] interviews in the measure in which they completed reliability
- Facilitate the 4-Day Personal Outcome Measures[®] Workshop in the measure in which they completed facilitation
- A person may be certified in more than one measure



Requirements to Maintain Trainer Certification

Training and Interviews

- Choose one of Options 1 through 3

Continuing Education

- 8 hours of education from CQL



Requirements to Maintain Trainer Certification

Option 1:

8 POM
workshops

Option 2:

4 POM
Workshops

16 POM
Interviews

Option 3:

4 POM
Workshops

4 POM
Interviews

12 days of
customized
training



Requirements to Maintain Trainer Certification

Option 1:

8 POM workshops—at least 3 in each measure

Option 2:

4 POM Workshops—at least 2 in each measure

8 POM Interviews in each measure

Option 3:

4 POM Workshops—at least 2 in each measure

4 POM Interviews in each measure

12 days of customized training



Certification Term



*The certification term was **ONE** year.*
Effective November 1, 2017, the NEW certification term will be TWO years.



Expiration Date

- Certification ends exactly 2 years from the date of certification
- If you complete re-certification early; the expiration date doesn't change
- If you complete re-certification late; the expiration date doesn't change



Expiration Date

**Initial
Certification**

March 17,
2018

March 17,
2020

Re-Certification
early

February
17, 2020

March 17,
2022

Re-Certification
late

April 17,
2020

March 17,
2022



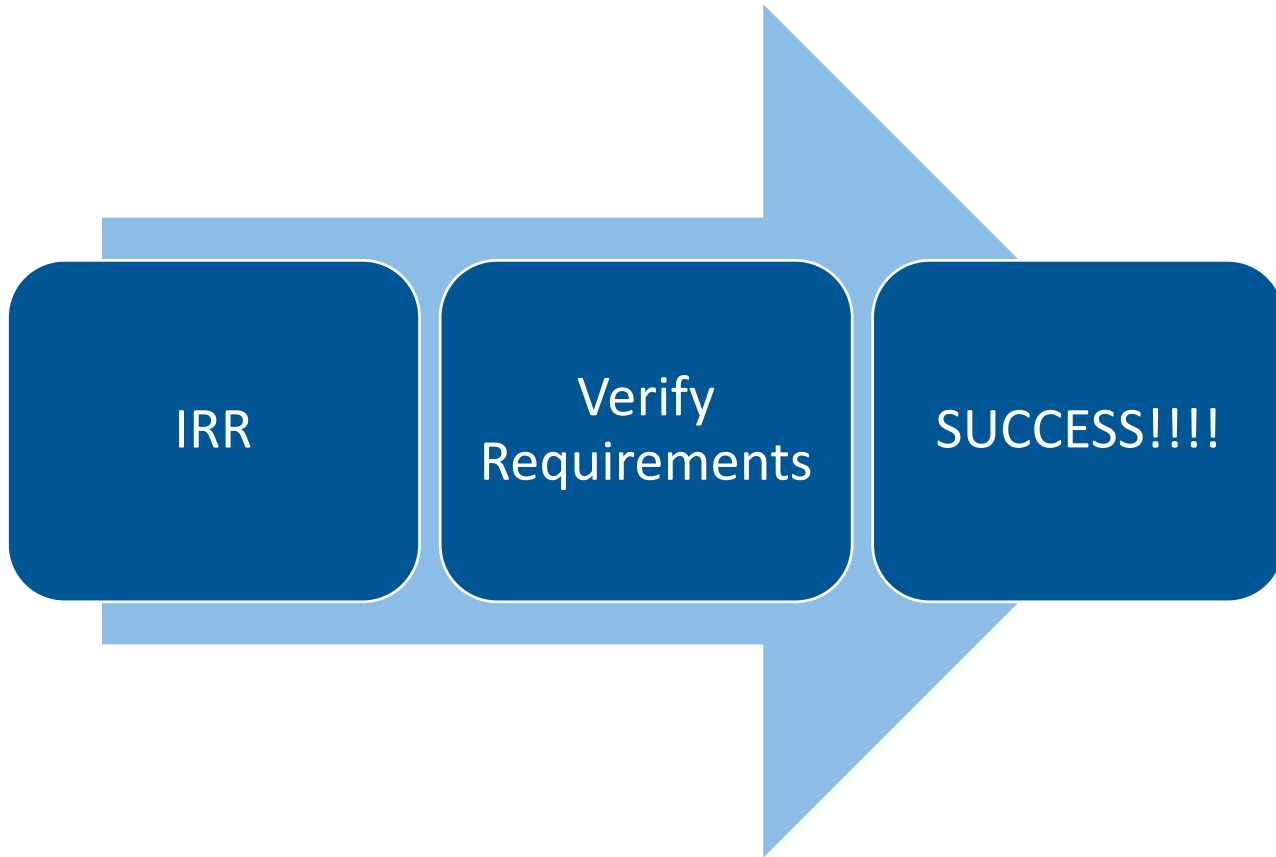
Lapsed Certification

Certification lapses the last calendar day of the month following the expiration of the certification.

- If you are certified on March 17, 2018, you are in good standing until the last day of the April 2020.
- If your certification lapses, you must immediately stop referring to yourself as a Certified Interviewer or Trainer. Data entered into Portal will be not be considered reliable.
- To come back into good standing, you will have to complete additional training as determined by CQL and successfully complete your IRR.



Re-Certification Activity



Certified Interviewers

20 Interviews

- PORTAL Basic Access
- PORTAL Full Access
- Excel Datasheet
- List of Interviews and results
- Other

8 CE

- Webinars
- In-person Training
- CQL Conferences or Presentations at Conferences



Certified Trainers

POM Workshops

- Calendar
- Sign-in sheets

Interviews

- PORTAL Basic Access
- PORTAL Full Access
- Excel Datasheet
- List of Interviews and results
- Other

8 CE

- Webinars
- In-person Training
- CQL Conferences or Presentations at Conferences



The Certified Interviewer/Trainer must successfully complete a biennial Reliability Assessment **AND** must provide evidence that they have meet the additional requirements.





If the Certified Trainer/Interviewer has **not** completed the requirements, they are only eligible for a one-year certification.



Lunch and Learn Webinars

- Making decisions about outcomes
- Interviewing Techniques
- Appreciative Inquiry
- Mindfulness in Supporting People
- Rights
- Using POMs in Planning with People



Continuing Education

Training Menu

- Defining Community
- Communication: The Art of Listening
- Appreciative Inquiry
- Rights and Self-Advocacy
- Other customized training



Continuing Education

Conferences

- The Biennial CQL Conference
- Regional Conferences
- Presentations by CQL at other Conferences...e.g. CP of NYS

CERTIFICATION

1. 2-Year Term
2. Agree to complete requirements

RE-CERTIFICATION

1. Provide evidence of meeting requirements
2. 2-Year Term
3. Agree to complete requirements



Contact Us for More Information

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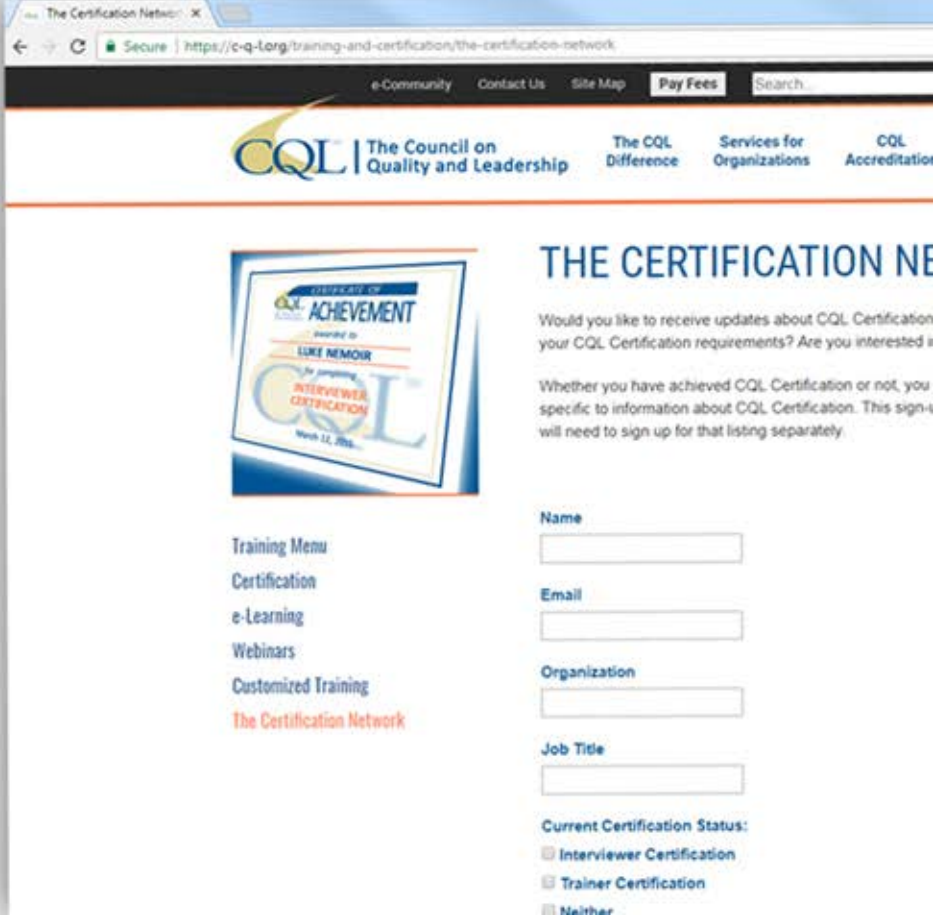
636.634.6671

The Certification Network

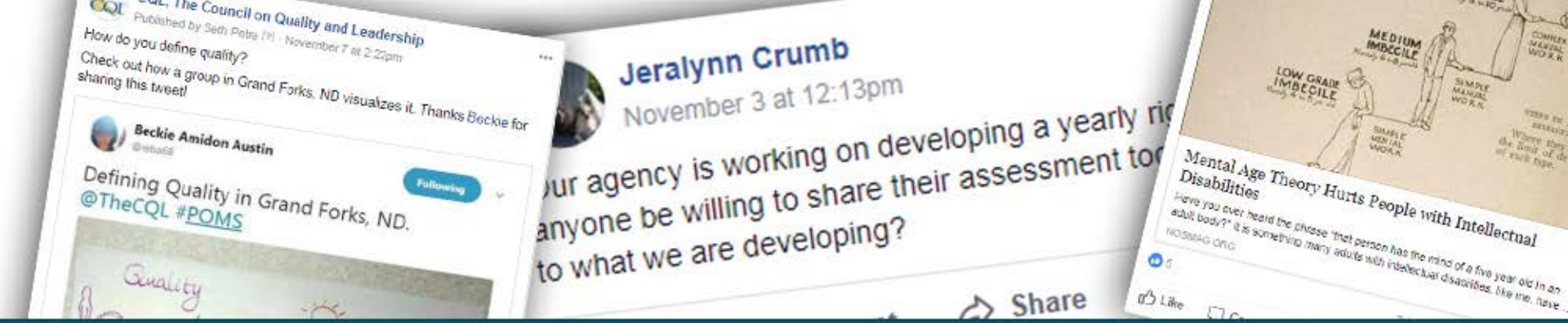
email distribution list

www.c-q-l.org/CertNetwork

- Certification updates
- Credit opportunities
- Professional development
- Relevant resources
- Data Analysis



The screenshot shows a web browser window with the URL <https://c-q-l.org/training-and-certification/the-certification-network>. The page features the CQL logo (The Council on Quality and Leadership) and navigation links for e-Community, Contact Us, Site Map, Pay Fees, and Search. A central graphic displays a 'Certificate of Achievement' for 'SURE NEMOIR' for 'Interviewer Certification' dated March 11, 2016. Below this is a 'Training Menu' with links for Certification, e-Learning, Webinars, Customized Training, and The Certification Network. On the right, the heading 'THE CERTIFICATION NETWORK' is followed by a sign-up form with fields for Name, Email, Organization, and Job Title, and radio buttons for 'Current Certification Status' (Interviewer Certification, Trainer Certification, Neither).



www.facebook.com/groups/CQLeCommunity/





Stay In Touch:

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