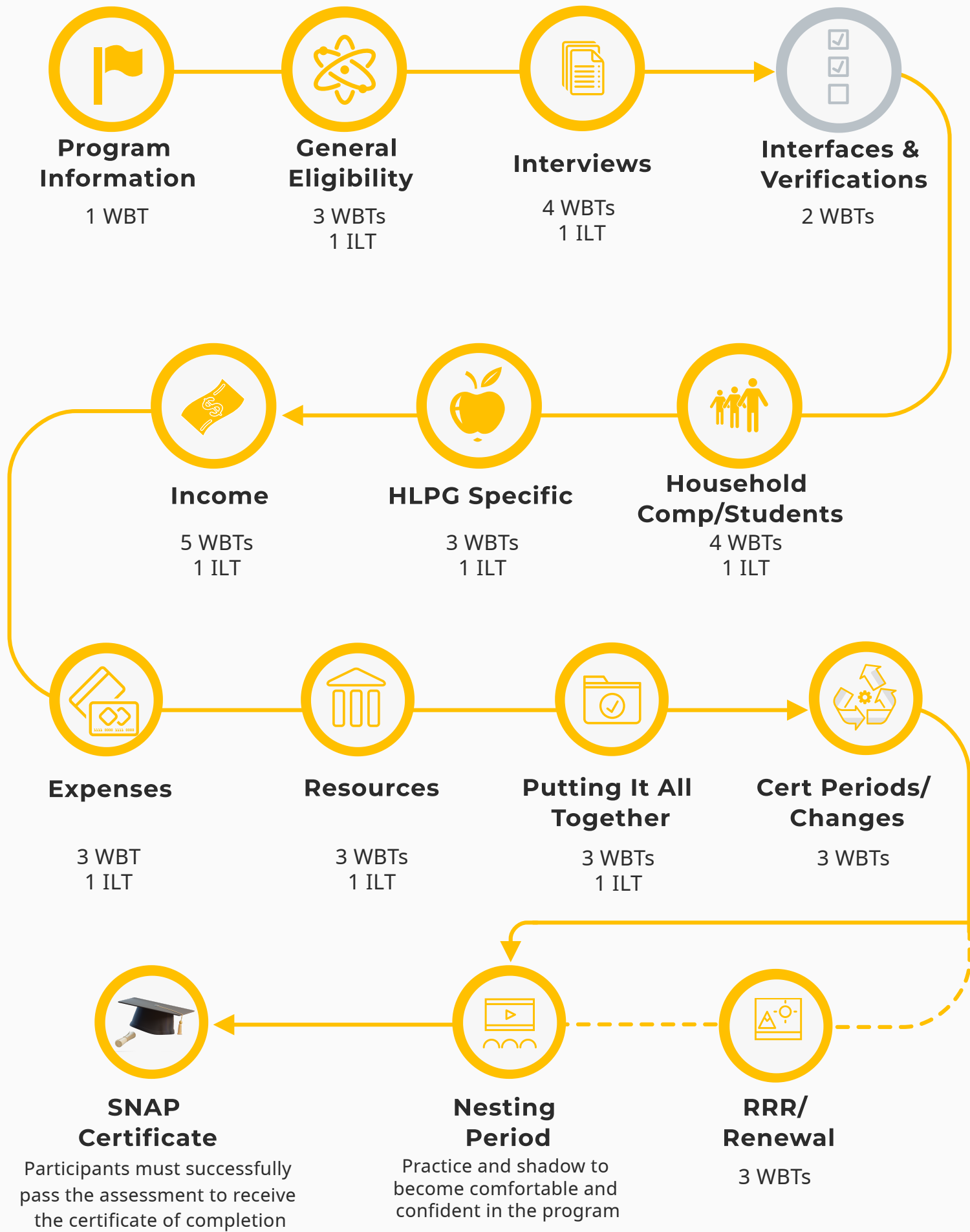




# Course Map for SNAP Certificate Plan

\* Prerequisites: MAGI Certificate Plan



\*Note- Volumes in Grey are required for this Certificate Plan and may have been completed in a previous Certificate Plan



Estimated Total Time to Complete:  
~30 hours (WBTs + ILTs)



**COLORADO**  
Healthcare & Economic Security  
Staff Development Division

# Program Information

## For SNAP Certificate Plan



### Resources

There are several websites referenced in this volume, as well as where to find/locate information within Rules and Regulations.

### Reminders

Remember, anything a participant completes carries over into other certificate plans where applicable. They will not have to repeat any training for each plan unless they want to.

### Overview

This document is the lesson plan for the **Program Information** volume as it relates specifically to CDHS programs. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

### Web-Based Trainings (WBT)

#### ***Program Information and Navigating State Resources for CDHS***

- Participants will learn how to find and use the resources they need for CDHS programs.

*These WBTs are taken at the participant's own pace - estimated to take about 30 minutes total time to complete. Keep in mind, the total time to complete is all dependent on the learner.*

### Instructor-Led Training (ILT)

- No ILT requirement.

# General Eligibility

## For SNAP Certificate Plan



### Resources

Important documents referenced in this volume: *(not limited to)*

- Citizen/Non-Citizen Desk Aid
- Non-Citizen Flowchart
- Non-Citizens Acceptable Documents and Class Codes
- Guide to Selected U.S. Travel and Identity Documents
- Sponsor Exceptions Desk Aid
- SNAP Sponsor Desk Aid
- SNAP Indigence Report Form
- Entering a Non-Citizen PM
- Entering a Sponsor in CBMS PM
- Entering Identification Details PM

### Reminders

Remember, anything a participant completes carries over into other certificate plans where applicable. They will not have to repeat any completed training for each plan unless they want to.

## Overview

This document is the lesson plan for the **General Eligibility** volume as it relates specifically to the SNAP Certificate Plan. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

## Web-Based Trainings (WBT)

Participants should have already completed other required WBTs in the MAGI Certificate Plan. Refer to the MAGI Certificate Plan Course Summary for those details. In addition to the WBTs completed in the MAGI Certificate Plan, the following WBTs specifically for SNAP are:

### **General Eligibility for SNAP**

- Discover the criteria that make SNAP eligibility requirements unique.

*These WBTs are taken at the participant's own pace - estimated to take approximately 20 minutes total time to complete. Keep in mind, the total time to complete is all dependent on the learner.*

## Instructor-Led Training (ILT)

Once the WBTs are complete, the participants will then move to the instructor-led component. This course is titled **General Eligibility SNAP**. During the ILT, participants will have hands-on data entry practice in CBMS through multiple scenarios, and will:

1. Recall eligibility requirements for SNAP
2. Apply non-citizenship and sponsor requirements to SNAP cases
3. Demonstrate accurate eligibility data entry for General Eligibility requirements

*This ILT component will take approximately 2 hours and is facilitated by an SDD Certified Trainer.*

# Interviews

## For SNAP Certificate Plan



## Resources

Important documents referenced in this volume: *(not limited to)*

- Interview Program Requirements Desk Aid
- Completing the CDHS Scheduling Interview Page Process Manual (PM)
- Completing the CDHS Interviews Attendance Page PM
- Interview Checklist
- SNAP Rights and Responsibilities

## Reminders

This will be the first time Interview criteria is introduced. Please be sure participants understand the differences for the programs.

## Overview

This document is the lesson plan for the **Interviews** volume as it relates specifically to CDHS programs. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

## Web-Based Trainings (WBT)

### **Program Requirements for Interviews**

- This training covers the interview requirements for eligibility workers. Each High Level Program Group (HLPG) has different interview requirements for eligibility determination.

### **Scheduling Interviews**

- Explore the CDHS Scheduling Interviews page and how it is used to track the date, time, and location of a scheduled interview

### **Interview Techniques**

- This training explores the goals, best practices, and techniques of interviewing.

### **Interview Attendance**

- Explore the CDHS Interviews Attendance page and how it is used to document a client's attendance of a scheduled interview

*These WBTs are taken at the participant's own pace - estimated to take about an hour total time to complete. Keep in mind, the total time to complete is all dependent on the learner.*

## Instructor-Led Training (ILT)

Once the WBTs are complete, the participants will then move to the instructor-led component. This course is titled **Interviews**. During the ILT, participants will have hands-on data entry practice in CBMS through multiple scenarios, and will:

1. Recall interview requirements that apply to SNAP
2. Practice Interview processes and techniques using real-life client scenarios
3. Demonstrate data entry requirements for interview scheduling and attendance in CBMS

*This ILT component will take approximately 2-3 hours and is facilitated by an SDD Certified Trainer.*

# Interfaces & Verifications

## For SNAP Certificate Plan



## Resources

Important documents referenced in this volume: *(not limited to)*

- NDNH - Action Guide
- DRS IPV - Action Guide
- CLDE MyUI - Action Guide
- SSA Incarceration - Action Guide
- SVES - Action Guide
- Entering and Curing Non-Compliance
- Completing Rescind or Reinstate Function in CBMS
- IEVS research Flow Chart Desk Aid
- SVES SSN Code Map
- SVES Title II Code Map
- SVES Title XVI Code Map

## Reminders

Participants who completed this volume with the MAGI Certificate Plan, will not need to complete it again. However, it will be available to them if they need a refresher.

## Overview

This document is the lesson plan for the **Interfaces and Verifications** volume as it relates to all HLPG Certificate Plans. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

## Web-Based Trainings (WBT)

### Verifications

- Identify the types of verifications, how they are used, and how to act on them.

### Interfaces

- Identify the functions of both internal and external Interfaces and when to engage with them in CBMS.

*These WBTs are taken at the participant's own pace - estimated to take 40 minutes total time to complete. Keep in mind, the total time to complete is all dependent on the learner.*

**\*\*Note: This Volume may have already been completed during the MAGI Certificate Plan\*\***

## Instructor-Led Training (ILT)

- No ILT requirement.

# Household Composition

## For SNAP Certificate Plan



## Resources

Important documents referenced in this volume: *(not limited to)*

- Household Composition SNAP Desk Aid
- Purchase and Prepare Process Manual (PM)
- Meal Sheet Clarification Desk Aid
- Entering Student Details PM
- SNAP Student Desk Aid

## Reminders

Remember, anything a participant completes carries over into other certificate plans where applicable. They will not have to repeat any completed training for each plan, unless they want to.

## Overview

This document is the lesson plan for the *Household Composition and Students* volume as it relates specifically to the SNAP Certificate Plan. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

## Web-Based Trainings (WBT)

Participants should have already completed other required WBTs in the MAGI Certificate Plan. Refer to the MAGI Certificate Plan Course Summary for those details. In addition to the WBTs completed in the MAGI Certificate Plan, the following WBTs specifically for SNAP are:

### **Household Composition: SNAP Specific**

- This training provides an overview of Supplemental Nutrition Assistance Program (SNAP) specific considerations for Household Composition.

### **Students Basics**

- This training explores basic student information, allows for an understanding of why student status is important to each High-Level Program Group (HLPG), and how to enter student information in CBMS.

### **SNAP Students**

- This training will further explore student information that is important for the Supplemental Nutrition Assistance Program (SNAP).

*These WBTs are taken at the participant's own pace - estimated to take about an hour total time to complete. Keep in mind, the total time to complete is all dependent on the learner.*

## Instructor-Led Training (ILT)

Once the WBTs are complete, the participants will then move to the instructor-led component. This course is titled *Household Composition and Students SNAP*. During the ILT, participants will have hands-on data entry practice in CBMS through multiple scenarios, and will:

1. Determine Household Composition for SNAP cases
2. Recognize who qualifies as an Eligible Student for SNAP
3. Demonstrate the ability to data enter Student information in CBMS

*This ILT component will take approximately 3 hours and is facilitated by an SDD Certified Trainer.*

# H LPG Specific

## For SNAP Certificate Plan



### Resources

Important documents referenced in this volume: *(not limited to)*

- Expedited SNAP Desk Aid
- SNAP Broad Based Categorical Eligibility Categories Desk Aid
- SNAP Processing Deadline Desk Aid
- SNAP & Cash Benefits Issuance Information Desk Aid
- SNAP Financial Eligibility Desk Aid

### Reminders

Remember, anything a participant completes carries over into other certificate plans where applicable. They will not have to repeat any completed training for each plan, unless they want to.

## Overview

This document is the lesson plan for the **High Level Program Group (H LPG) Specific** volume as it relates to the SNAP Certificate Plan. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

## Web-Based Trainings (WBT)

### **SNAP Categories and Special Circumstances**

- This training provides an overview of Supplemental Nutrition Assistance Program (SNAP), identifies the pages within CBMS for SNAP-Specific data entry, and differentiates SNAP eligibility categories.

### **Employment First**

- This training provides an overview of the Federal (Employment First) work requirements and exemptions, and entering data into CBMS for accurate eligibility determination.

### **CBMS Work Registration Page**

- This training provides an overview of the work registration process needed to ensure accuracy of the work requirement exemption process.

*These WBTs are taken at the participant's own pace - estimated to take about 45 minutes total time to complete. Keep in mind, the total time to complete is all dependent on the learner.*

## Instructor-Led Training (ILT)

Once the WBTs are complete, the participants will then move to the instructor-led component. This course is titled **H LPG Specific SNAP**. During the ILT, participants will have hands-on data entry practice in CBMS through multiple scenarios, and will:

1. Recall key case information that impacts SNAP eligibility
2. Categorize SNAP eligibility based on scenarios
3. Demonstrate accurate data entry for SNAP requirements in CBMS
4. Accurately apply work requirements to SNAP cases with Employment First

*This ILT component will take approximately 2 hours and is facilitated by an SDD Certified Trainer.*

# Income

## For SNAP Certificate Plan



## Resources

Important documents referenced in this volume: *(not limited to)*

- FS-3C Manual Calculation Worksheet
- SNAP Financial Eligibility Desk Aid
- S-Corp/LLC Desk Aid
- SNAP Sponsor Desk Aid
- Entering New Earned Income PM
- Entering Self-Employment Process Manual (PM)
- Entering S-Corp/LLC Income PM
- Self-Employment Desk Aid
- Self-Employment Ledger
- Self-Employment Allowable Business Expenses
- Countable and Exempt Income Matrix Desk Aid

## Reminders

Remember, anything a participant completes carries over into other certificate plans where applicable. They will not have to repeat any completed training for each plan, unless they want to.

## Overview

This document is the lesson plan for the **Income** volume as it relates to the SNAP Certificate Plan. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

## Web-Based Trainings (WBT)

Participants should have already completed other required WBTs in the MAGI Certificate Plan. Refer to the MAGI Certificate Plan Course Summary for those details. In addition to the WBTs completed in the MAGI Certificate Plan, the following WBTs specifically for SNAP are:

### **Income Considerations: SNAP**

- This training is intended to be an explanation of how CBMS considers income for SNAP households and includes data entry requirements.

### **Self-employment**

- This training is an overview of Self-Employment, related data entry, and how each program looks at this type of income to determine eligibility.

### **S-Corp/LLC**

- This training is an overview of what S-Corp/LLC is, related data entry, and how each program looks at this type of business to determine eligibility.

*These WBTs are taken at the participant's own pace - estimated to take about an hour total time to complete. Keep in mind, the total time to complete is all dependent on the learner.*

## Instructor-Led Training (ILT)

Once the WBTs are complete, the participants will then move to the instructor-led component. This course is titled **Income SNAP**. During the ILT, participants will have hands-on data entry practice in CBMS through multiple scenarios, and will:

1. Analyze SNAP cases for Income information
2. Demonstrate accurate data entry for different Income types

*This ILT component will take approximately 3 hours and is facilitated by an SDD Certified Trainer.*



# Expenses

## For SNAP Certificate Plan



### Resources

Important documents referenced in this volume: *(not limited to)*

- SNAP Shelter & Utility Desk Aid
- Entering Child/Spousal Expense Process Manual (PM)
- Entering Dependent Care Expense PM
- Entering Medical Expense PM
- SMED Desk Aid
- Entering Shelter Expense PM
- Entering Shelter Contributions PM

### Reminders

Remember, anything a participant completes carries over into other certificate plans where applicable. They will not have to repeat any completed training for each plan, unless they want to.

### Overview

This document is the lesson plan for the **Expenses** volume as it relates to the SNAP Certificate Plan. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

### Web-Based Trainings (WBT)

Participants should have already completed other required WBTs in the MAGI Certificate Plan. Refer to the MAGI Certificate Plan Course Summary for those details. In addition to the WBTs completed in the MAGI Certificate Plan, the following WBTs specifically for SNAP are:

#### **SNAP Shelter and Utility Expenses**

- This training provides an overview of the unique ways that the Supplemental Nutrition Assistance Program (SNAP) allows for shelter and utility expenses to be calculated to determine benefit eligibility.

#### **SNAP Additional Expenses**

- This training provides an overview of some additional expenses (other than Shelter and Utilities) that the Supplemental Nutrition Assistance Program (SNAP) allows as deductions when determining benefit eligibility

*This WBT is taken at the participant's own pace - estimated to take about 45 minutes total time to complete. Keep in mind, the total time to complete is all dependent on the learner.*

### Instructor-Led Training (ILT)

Once the WBTs are complete, the participants will then move to the instructor-led component. This course is titled **Expenses SNAP**. During the ILT, participants will have hands-on data entry practice in CBMS through multiple scenarios, and will:

1. Identify and enter SNAP Shelter Expenses into CBMS
2. Analyze real-life scenarios and enter additional Expenses in CBMS

*This ILT component will take approximately 2-3 hours and is facilitated by an SDD Certified Trainer.*

# Resources

## For SNAP Certificate Plan



## Resources

Important documents referenced in this volume: *(not limited to)*

- Countable and Exempt Resources Desk Aid
- SNAP Broad Based Categorical Eligibility Categories Desk Aid
- Expedited SNAP Desk Aid
- Entering Liquid Asset Process Manual (PM)

## Reminders

Remember, anything a participant completes carries over into other certificate plans where applicable. They will not have to repeat any completed training for each plan, unless they want to.

## Overview

This document is the lesson plan for the **Resources** volume as it relates to the SNAP Certificate Plan. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

## Web-Based Trainings (WBT)

Participants should have already completed other required WBTs in the Non-MAGI Certificate Plan. Refer to the Non-MAGI Certificate Plan Course Summary for those details. In addition to the WBTs completed in the Non-MAGI Certificate Plan, the

following WBTs specifically for SNAP are:

### **Resource Considerations for SNAP**

- This training provides an overview of how SNAP utilizes resources for Expedited SNAP and Standard Eligibility Category.

*This WBT is taken at the participant's own pace - estimated to take about 20 minutes total time to complete. Keep in mind, the total time to complete is all dependent on the learner.*

## Instructor-Led Training (ILT)

Once the WBTs are complete, the participants will then move to the instructor-led component. This course is titled **Resources SNAP**. During the ILT, participants will have hands-on data entry practice in CBMS through multiple scenarios, and will:

1. Analyze scenarios of Resources considered for SNAP
2. Analyze scenarios for TWFC and POI for Standard Eligibility Cases
3. Demonstrate accurate data entry of Resources for Expedited SNAP Eligibility in CBMS

*This ILT component will take approximately 1-2 hours and is facilitated by an SDD Certified Trainer.*

# Putting It All Together

## For SNAP Certificate Plan



### Resources

Multiple desk aids and User Guides will be provided and discussed during this volume.

### Reminders

Remember, anything a participant completes carries over into other certificate plans where applicable. They will not have to repeat any completed training for each plan, unless they want to.

## Overview

This document is the lesson plan for the **Putting It All Together** volume as it relates to the SNAP Certificate Plan. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

## Web-Based Trainings (WBT)

Participants should have already completed other required WBTs in the MAGI Certificate Plan. Refer to the MAGI Certificate Plan Course Summary for those details. In addition to the WBTs completed in the MAGI Certificate Plan, the following WBTs specifically for SNAP are:

### **Wrap Up: SNAP**

- This web-based training (WBT) will outline SNAP-specific information a worker must review for ensuring accurate eligibility determination and final steps.

*These WBTs are taken at the participant's own pace - estimated to take about 20 minutes total time to complete.*

## Instructor-Led Training (ILT)

Once all Volumes in the SNAP Certificate Plan are complete, participants will then move to the final instructor-led component. This course is titled **Putting It All Together SNAP**. During the ILT, participants will have hands-on data entry practice in CBMS through multiple scenarios, and will:

1. Analyze and data enter multiple realistic scenarios in CBMS\_TRN using applications and verifications
2. Practice data entry from start to finish with over the shoulder support, using critical thinking skills to ensure accurate eligibility determination

*This ILT component will take approximately 4-6 hours and is facilitated by an SDD Certified Trainer.*

# Cert Periods / Changes

## For SNAP Certificate Plan



### Resources

Important documents referenced in this volume: *(not limited to)*

- SNAP 21-Day Count Desk Aid
- SNAP Request For Contact (RFC) Desk Aid

### Reminders

Remember, anything a participant completes carries over into other certificate plans where applicable. They will not have to repeat any completed training for each plan, unless they want to.

## Overview

This document is the lesson plan for the **Certification Periods & Changes** volume as it relates to the SNAP Certificate Plan. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

## Web-Based Trainings (WBT)

### **Certification Periods and Changes: The Basics**

- This training will provide general information about Certification Periods for Public Assistance programs, as well as specific information as it relates to the various program areas and their Certification Periods.

### **Simplified Reporting**

- This training provides information regarding Simplified Reporting for the Supplemental Nutrition Assistance Program (SNAP) eligibility.

### **SNAP Unclear Information & Request for Contact (RFC)**

- This training provides information regarding when and how to appropriately send a Request for Contact (RFC) for SNAP households

*These WBTs are taken at the participant's own pace - estimated to take about 30 minutes total time to complete.*

## Instructor-Led Training (ILT)

- No ILT requirement.

# RRR / Renewals

## For SNAP Certificate Plan



## Resources

Important documents referenced in this volume: *(not limited to)*

- Acceptable Forms for RRR/Renewal Desk Aid
- SNAP Processing Information Desk Aid
- SNAP Rescind, Reinstatement, Reopen Desk Aid
- SNAP Late Verification Desk Aid
- PRF Processing Information Desk Aid

## Resources

Remember, anything a participant completes carries over into other certificate plans where applicable. They will not have to repeat any completed training for each plan, unless they want to.

## Overview

This document is the lesson plan for the **RRR/Renewals** volume as it relates specifically to the SNAP program. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training.

## Web-Based Trainings (WBT)

Participants should have already completed other required WBTs in the MAGI Certificate Plan. Refer to the MAGI Certificate Plan Course Summary for those details. In addition to the WBTs completed in the MAGI Certificate Plan, the following WBTs specifically for SNAP are:

### **SNAP RRR/Renewal WBT**

- This training will provide information specific to the RRR/Renewal process for the SNAP program including processing timelines and actions needed when a SNAP RRR/Renewal packet is received.

### **SNAP Periodic Report Form WBT**

- This training will provide information specific to the Periodic Report Form process for the SNAP program including processing timeliness and actions needed when a SNAP Periodic Report Form is received

*These WBTs are taken at the participant's own pace - estimated to take about 45 minutes total time to complete.*

## Instructor-Led Training (ILT)

- No ILT requirement.

# Nesting Period

## For SNAP Certificate Plan



## Resources

- [Printable Nesting Checklist](#)
- SDD Created Practice Scenarios

If your site would like assistance in creating a nesting plan that works for you, please email us at:  
SOC\_StaffDevelopment@state.co.us.  
We would be happy to work with you and help you create a plan.

## Reminders

Participants do not have to complete/pass their assessment before moving on to their next Certificate Plan, however it is strongly recommended that they do participate in a nesting period to become comfortable and confident in the information they have learned so far.

## Nesting Recommendation

The SDD strongly recommends a nesting period of 1-2 weeks in between each High-Level Program Group Certificate Plan. Nesting allows time for the participant to get comfortable with the information they learned in class, practice in a safe environment, and understand one program at a time to build on their knowledge. Providing support after the training is key to success.

## Nesting Checklist

Use this checklist as a guide to help participants be successful in their new role. It is important to provide as much support and guidance as possible.

- Complete the Curriculum (WBTs and ILTs)
- Practice Cases in TRN
  - 1-3 practice cases
  - Practice cases may be done with over-the-shoulder support or independently with walk-through case reviews, guiding the worker to the correct data entry/outcome and providing resources to find answers to questions
- Live Cases in PRD with 100% Supervisory Authorization
  - Worker will work with over-the-shoulder support, utilizing available resources to process cases with the help from a lead/supervisor/trainer to completion
    - Intake (1-3 cases)
    - Ongoing/Changes (1-3 cases)
    - Ongoing/RRR (1-3 cases)
- **SNAP Final Assessment**
- Live cases independently, 100% Supervisory Authorization
  - Worker will continue process cases independently, utilizing all available resources to completion with required Supervisory Authorization. Submit case review and Lead/Sup/Trainer will provide feedback
  - Complete minimum of 5 SNAP cases
- Remain on 100%, 75%, 50%, or 25% Supervisory Authorization/Case review as deemed by mentor/lead

# SNAP Assessment

## For SNAP Certificate Plan



### Resources

- TrainColorado.com
- COLearn
- Volume materials in COLearn
- You are able to go back and review any WBTs or desk aids that you feel would help you.
- This is "open book" - please use your notes, desk aids, or any other tools you have to complete the assessment.
- Please email the SDD if you have any questions or experience any issues accessing your assessment.

Questions?

SOC\_StaffDevelopment@state.co.us

## SNAP Assessment & Certificate

### What is an Assessment?

Each of the High Level Program Groups' (HLPGs) plans has an accompanying Assessment. These Assessments gauge your learning by presenting you with a scenario similar to those you will encounter in live cases. In order to be successful with the Assessment, you will need to apply both your knowledge of policy and your CBMS Data-Entry skills. An Assessment must be completed in order to complete your training plan and access the accompanying Certificate. You need this certificate in order to gain the proper profile and access in CBMS.

### What can a new worker expect during the Assessment process?

In order to access your HLPG's Assessment, login to your COLearn profile and access the Assessment from your training plan. There you will find directions for uploading your completed case when finished. The scenarios will be provided on a Single Purpose Application (SPA) and will contain mock verifications. As a participant, you will follow the directions laid out in both COLearn and the first few pages of the Assessment. ***Please read these directions carefully*** as they will contain vital information, including guidance regarding interfaces, verifications, and application dates.

### How long does it take to complete?

While the time it takes to complete an Assessment varies from participant to participant, a good general rule is to set aside four hours. This time will include reading through the case directions, familiarizing yourself with the scenario, reviewing wrap-up results and making corrections where necessary, and uploading information regarding your final results to COLearn.

### How many attempts does a participant have?

By default, there are two attempts allowed for a participant to complete their Assessment. In the event a participant does not pass the Assessment after two attempts, next steps will be discussed with their leadership.

### What are the rules?

The Assessments ***must be completed in either the CBMS TRN or UPA*** environments. Exercise extreme caution when starting data-entry to ensure Assessment information is not being entered into Production CBMS as this could have serious real-world consequences. Make sure when reviewing the scenario you take extra time to review the descriptions and verifications that accompany the SPA, as well as thoroughly reviewing the application itself.