

NVTI's Career Roadmap Certificate Program for Veteran Service Provider (VSP) Staff

Certificate Program Guide and FAQ Document



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What is the Career Roadmap Certificate Program?

Developed in collaboration with the National Association of State Workforce Agencies' (NASWA) Veterans Committee and the Department of Labor, Veterans' Employment and Training Service (DOL VETS), this certificate program is for all Veteran Service Provider (VSP) staff, whether Jobs for Veterans State Grants (JVSG)-funded or otherwise. This program helps staff visualize their long-term career paths and to better prepare for their own ongoing professional growth while addressing the career development needs of veterans.

The **JVSG Career Roadmap** component is developed for JVSG-funded staff and has three tracks: Disabled Veterans' Outreach Program (DVOP) specialists, Local Veterans' Employment Representative (LVER) staff, and Consolidated DVOP/LVER (CODL) staff. Each track then has three levels:

- Foundational: NVTI Professional
- Intermediate: NVTI Professional Career Developer
- Advanced: NVTI Professional Thought Leader

The **VSP Career Roadmap** is a track itself, for veteran service provider staff. This track has three levels that correspond to the JVSG-specific program:

- Foundational: NVTI Professional
- Intermediate: NVTI Professional Career Developer
- Advanced: NVTI Professional Thought Leader

How do I enroll in the Career Roadmap Certificate Program?

Complete the Training Application Form found at <https://www.nvti.org/Class-Logistics/Registering-for-NVTI-Classes>. If you are NOT applying for classes but would like to be enrolled in the certificate program, please email us at studentservices@NVTI.org.

Will classes I've already taken at NVTI count toward certificate program completion?

It is critical that veteran service provider staff stay current in their knowledge of the services available for veterans; it is also critical that the training for this program be current. The classes required for the certificate levels have undergone significant updates since 2017. Therefore, **any classes taken prior to 2017 cannot be counted toward certificate program completion. However, NVTI classes taken in 2017 and after will be counted toward certificate completion.**

What are the levels and tracks within the Career Roadmap certificate program and what is required for completion?

The following tables detail each level and track for the certificate program.

Foundational Level: NVTI Professional

To receive the certificate, the staff must be in the position for at least 12-months. Participants have 24-months after certification to achieve milestones to maintain certification. Note that completion of this level is required to move on to the proceeding level.

DVOP Specialist Track	LVER Staff Track	CODL Staff Track	VSP Staff Track
Access to JVSG Primer	Access to JVSG Primer	Access to JVSG Primer	Access to JVSG Primer
9635: A Day in the Life of JVSG Staff in an American Job Center	9635: A Day in the Life of JVSG Staff in an American Job Center	9635: A Day in the Life of JVSG Staff in an American Job Center	9635: A Day in the Life of JVSG Staff in an American Job Center
9636: Legal Guidance Affecting Veterans' Employment Services	9636: Legal Guidance Affecting Veterans' Employment Services	9636: Legal Guidance Affecting Veterans' Employment Services	9636: Legal Guidance Affecting Veterans' Employment Services
9637: Removing the Employability Gap for Veterans with Qualifying Employment Barriers	9637: Removing the Employability Gap for Veterans with Qualifying Employment Barriers	9637: Removing the Employability Gap for Veterans with Qualifying Employment Barriers	9637: Removing the Employability Gap for Veterans with Qualifying Employment Barriers
9608: Disabled Veterans' Outreach Program (DVOP) Specialist Core Competency Development		9608: Disabled Veterans' Outreach Program (DVOP) Specialist Core Competency Development	
	9609: Local Veterans' Employment Representative (LVER) Core Competency Development	9609: Local Veterans' Employment Representative (LVER) Core Competency Development	
Pass Cumulative Assessment	Pass Cumulative Assessment	Pass Cumulative Assessments	
			9639: DVOP Specialist Skills Refresher and Cross-Training
			9649: LVER Skills Refresher and Cross-Training

DVOP Specialist Track	LVER Staff Track	CODL Staff Track	VSP Staff Track
Enrollment in Making Careers Happen for Veterans: Community of Practice	Enrollment in Making Careers Happen for Veterans: Community of Practice	Enrollment in Making Careers Happen for Veterans: Community of Practice	Enrollment in Making Careers Happen for Veterans: Community of Practice
Complete Self-Attestation of Completion at NVTI Student Central	Self-Attestation of Completion at NVTI Student Central	Self-Attestation of Completion at NVTI Student Central	Self-Attestation of Completion at NVTI Student Central

Intermediate Level: NVTI Professional Career Developer

To receive the certificate, the staff must be in their position for at least 24-four months. Participants have 24-months after certification to achieve milestones to maintain certification. Note that completion of the preceding Foundational level is required to move on to this level and that completion of this level is required to move to the proceeding level.

DVOP Specialist Track	LVER Staff Track	CODL Staff Track	VSP Staff Track
	9613: Business-Driven Workforce Solutions	9613: Business-Driven Workforce Solutions	9613: Business-Driven Workforce Solutions
9620: Advanced Case Management		9620: Advanced Case Management	9620: Advanced Case Management
9610: Career Coaching for Special Populations (any 3.5-day configuration) OR 9610: Career Coaching for Special Populations asynchronous Foundations Prerequisite and at least two of the one-day population specific courses		9610: Career Coaching for Special Populations (any 3.5-day configuration) OR 9610: Career Coaching for Special Populations asynchronous Foundations Prerequisite and at least two of the one-day population specific courses	9610: Career Coaching for Special Populations (any 3.5-day configuration) OR 9610: Career Coaching for Special Populations asynchronous Foundations Prerequisite and at least two of the one-day population specific courses
Participation in Making Careers Happen for Veterans: Community of Practice by posting at least 3 best practice/substantive discussion elements relating specifically to coaching veterans with qualifying employment barriers.	Participation in Making Careers Happen for Veterans: Community of Practice by posting at least 3 best practice/substantive discussion elements relating specifically to working with business to promote veteran hiring.	Participation in Making Careers Happen for Veterans: Community of Practice by posting at least 4 best practice/substantive discussion elements with 2 relating specifically to working with business to promote veteran hiring and 2 relating specifically to coaching veterans with qualifying employment barriers.	Participation in Making Careers Happen for Veterans: Community of Practice by posting at least 4 best practice/substantive discussion elements with 2 relating specifically to working with business to promote veteran hiring and 2 relating specifically to coaching veterans with qualifying employment barriers.
Complete Self-Attestation of Completion at NVTI Student Central	Complete Self-Attestation of Completion at NVTI Student Central	Complete Self-Attestation of Completion at NVTI Student Central	Complete Self-Attestation of Completion at NVTI Student Central

Advanced Level: NVTI Professional Thought Leader

To receive the certificate, the staff must be in their position for at least 36-months. Participants have 24-months after certification to achieve milestones to maintain certification. Note that completion of the Intermediate level is required to move on to this level.

DVOP Specialist Track	LVER Staff Track	CODL Staff Track	VSP Staff track
Supervisor, SVC, or DVET Recommendation must be part of the application	Supervisor, SVC, or DVET Recommendation must be part of the application	Supervisor, SVC, or DVET Recommendation must be part of the application	Supervisor or DVET Recommendation must be part of the application
9630: Veterans Benefits Online		9630: Veterans Benefits Online	9630: Veterans Benefits Online
	9603: Leadership for the Integration of Veterans Services	9603: Leadership for the Integration of Veterans Services	9603: Leadership for the Integration of Veterans Services
Presentation at a veteran services event of conference, of a webinar, or other training session at events including but not limited for NVTI, NASWA, NVTAC, VETS, or for your state; proof is required	Presentation at a veteran services event of conference, of a webinar, or other training session at events including but not limited for NVTI, NASWA, NVTAC, VETS, or for your state; proof is required	Presentation at a veteran services event of conference, of a webinar, or other training session at events including but not limited for NVTI, NASWA, NVTAC, VETS, or for your state; proof is required	Presentation at a veteran services event of conference, of a webinar, or other training session at events including but not limited for NVTI, NASWA, NVTAC, VETS, or for your state; proof is required
Participation in Making Careers Happen for Veterans: Community of Practice by posting at least 6 best practice/substantive discussion elements throughout the community.	Participation in Making Careers Happen for Veterans: Community of Practice by posting at least 6 best practice/substantive discussion elements throughout the community.	Participation in Making Careers Happen for Veterans: Community of Practice by posting at least 6 best practice/substantive discussion elements throughout the community.	Participation in Making Careers Happen for Veterans: Community of Practice by posting at least 6 best practice/substantive discussion elements throughout the community.
Complete Self-Attestation of Completion at NVTI Student Central	Complete Self-Attestation of Completion at NVTI Student Central	Complete Self-Attestation of Completion at NVTI Student Central	Complete Self-Attestation of Completion at NVTI Student Central

What is required to maintain my certificate?

To maintain your certificate for each track at each level, you must provide proof of continued course or webinar completion. Every 2-years (24-months from initial certificate receipt), you must either:

1. Successfully complete additional course(s) of **at least** a TOTAL of 1.3 CEUs in the subject area (2 days or 12.667 hours of instruction) and provide proof of completion to studentservices@NVTI.org. These do not need to be NVTI classes.
2. Successfully complete **at least** 1.3 CEUs of applicable webinars participation and/or instruction (12.667 hours) and provide proof of completion to studentservices@NVTI.org. These do not need to be NVTI webinars.
3. Complete a combination of course(s) and webinar(s) to achieve at least 1.3 CEUS (2 days or 12.667 hours) and provide proof of completion to studentservices@NVTI.org. These do not need to be NVTI classes or webinars.

If you are on track to complete the next level of the Career Roadmap, you will be progressing in a manner that achieves maintenance; you will not need to do what might be seen as additional work.

If you do not achieve maintenance milestones, this will **not** result in punitive measures. Failure to achieve maintenance milestones simply means the removal of “NVTI Professional” from your signature line.

How can I track my progress in the certificate program?

When you are enrolled in the certificate program, you will also be enrolled in a certificate program online curriculum in NVTI Student Central. Within this structure you will track your progress, provide proof of presentations and MCHV:CoP participation, and provide self-attestation of certain certificate track components. This will provide a valuable means to track your progress and is ultimately the method by which the NVTI program will track your certificate completion.

The Thought Leader level says I need to have proof of presentation; what does that mean?

This level requires presentation at a veteran services conference or event or in a veteran services focused webinar including, but not limited to, events for NVTI, NASWA, NVTAC, VETS, or for your state. After the event, provide proof of presentation by sharing the event’s program and your slides or other presentation materials with studentservices@NVTI.org.

We encourage you to also post this information in the most applicable Topic within the MCHV:CoP and begin a discussion on the content. We will maintain your proof of conference/webinar participation at studentservices@NVTI.org for 24-months from the date of submission.

For both the Career Developer and Thought Leader level, I am required to post at the Making Careers Happen for Veterans: Community of Practice (MCHV:CoP); what counts as an acceptable posting? How do I provide proof of this posting?

For the Career Developer level, this means that you must post at least three (four for CODL staff) times in the MCHV:CoP. Each post must be substantial and drive conversation and/or provide valuable input/resources on the topic.

For the Thought Leader level, this means you must post at least six items in the MCHV:CoP. Each post must be substantial and drive conversation and/or provide valuable input/resources on the topic.

You will find a rubric that details acceptable post criteria in your NVTI Student Central-based certificate program online curriculum. Within this structure is also a location where you will provide proof of posting. To do this, you will simply copy the URL that directs to each of your MCHV:CoP posts and then paste the URLs into the designated area in the certificate program's online curriculum. When you have finished pasting the required MCHV:CoP posts in place, you will simply click the submit button.

I can't find my class certificates for completed classes that are part of a certificate track. They don't appear where all of my other certificates of completion appear on NVTI Student Central. Where can I find certificates for the classes that are within my certificate track?

Great question! Don't worry, they are there. Because of the system configuration, your class certificates will appear only within your certificate track. You need to go into the certificate track to access those class-specific certificates.

The new track, added September 2023, is for Veteran Service Provider (VSP) staff; what qualifies as VSP staff?

Veteran Service Provider staff are defined as any staff working with veterans within the American Job Center system.

If I have other questions about the Career Roadmap Certificate Program, where should I go?

Please feel free to contact us with any questions at studentservices@NVTI.org.