

Delegated Examining (DE) Certification Preparation Toolkit

Staff who pass the DE Certification Assessment:

- ✓ meet a professional standard of competency
- ✓ have demonstrated understanding of the DE hiring process
- ✓ can be relied on independently to help your agency hire effectively

Success in achieving DE Certification includes sufficient attention in three areas:

DE Training

(encouraged for those new to DE)



On-the-Job Experience

(recommend a *minimum* of 90 days to apply what you learn)



Certification Assessment

(to show what you know)



Foundational References

- [Delegated Examining Operations Handbook \(DEOH\)](#)
- [VetGuide for HR Professionals](#)
- [OPM Operating Handbook, Qualification Standards for General Schedule Positions](#)

The best preparation for the DE Assessment is on-the-job experience

Suggestions for OJT from the Toolkit

- Try the **Capstone**. Provided during OPM's DE Training course, this activity mimics a real case from start to finish and is beneficial in understanding the DE process.
- Review the **sample DE scenario questions**.
- Gain practical experience **shadowing** experienced DE staff members or mentors at your agency.

Focus on specific competencies in which you need more experience

- Review the **DE Certification Assessment Information Sheet** for competencies covered by the Assessment.
- Use the [OPM Form 1675 Employee Assessment](#) to determine which competencies you need to strengthen.
- Those who have attended OPM's DE Training may login to their Dashboard at <https://de.usalearning.gov/> and re-take the post-test for additional practice.

DE Registration Site

<https://de.usalearning.gov/>

- Register for DE Training (includes one attempt of the Assessment) or the DE Assessment
- If you change agencies, update your information in the system and contact DelegatedExamining@opm.gov to have your username updated

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From the DE Certification Program Guide

Recommended Supervised On-the-Job Activities

- Developing DE job opportunity announcements
- Developing minimum qualifications requirements (including defining specialized experience)
- Making qualifications determinations for a variety of occupations including clerical and administrative support, technical and medical, administrative and management, and professional and scientific positions
- Adjudicating veterans' preference claims
- Preparing certificates of eligibles under category rating rules
- Conducting job analyses to identify critical competencies/knowledge, skills, and abilities (KSAs) for selection
- Developing occupational questionnaires and/or crediting plans for rating applicants
- Auditing certificates of eligibles issued under category rating rules
- Consulting with hiring managers on recruitment options
- Developing justification for use of selective factors and quality ranking factors

Recommended Additional Classroom/Online Training (but not a substitute for on-the-job activities)

- Category Rating (general information here [Category Rating Slides](#))
- Veterans' Preference
- Job Analysis
- Qualifications Analysis
- Introduction to the Code of Federal Regulations (CFR)
- Hiring Flexibilities/Staffing Programs for Special Populations

Many vendors offer courses on these topical areas. Find the course that is right for you!

OPM Training Course Offerings from the Federal HR Institute

Open enrollment

Registration at [Federal HR Institute](#)

- The Federal Hiring Process for Staffing Specialists, Course Number SS004 (3 hours, web-based)
- Introduction to Staff Acquisition Activities in the Merit Promotion Process, Course Number SS120 (8 hours, web-based, plus OJT)
- Introduction to Selection Activities in the Merit Promotion Process, Course Number SS122 (5 hours, web-based)

Available by agency request

To request one of these courses for your agency, supervisors should contact StaffAcquisition@opm.gov

- Basic Staffing, 3 days (classroom)
- Category Rating, 1 day (classroom)
- Adjudicating and Applying Veterans' Preference, 1 day (classroom)

For questions with registration, contact DelegatedExamining@opm.gov

For questions about prior certification, contact DE.Recertification@opm.gov