# DELEGATED EXAMINING

## ASSESSMENT REGISTRATION JOB AID

Go to https://de.usalearning.gov and select the "Log in" button to access your account.
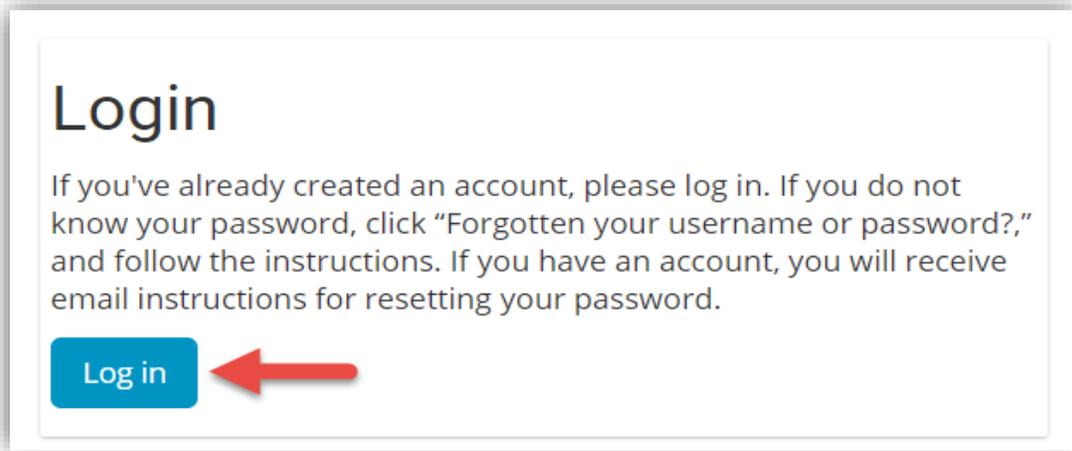


**Note**: If you have taken the three-day DE Training Class since April 2019, you do not need to register for the assessment. One assessment attempt is included in your class registration.

**Step 2**

Go to the top section of the Dashboard and select the "Assessment Registration" button to begin.
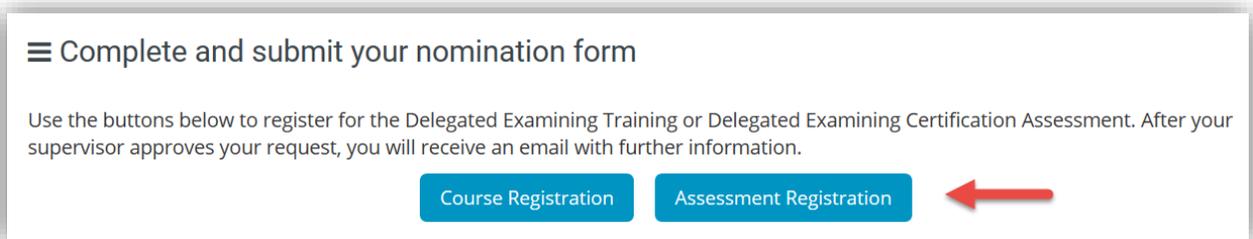
Answer all of the Yes/No questions to the best of your ability. If you are recertifying, you will put Yes for the first question and then input the date of your most recent certification.

Please fill out your supervisor's information below to continue registration. You will need your supervisor's approval in order to take the Delegated Examining Certification Assessment.

Are you getting recertified in Delegated Examining? *   No ▾

Are you currently performing Delegated Examining work? *   No ▾

Is this your first attempt at Delegated Examining Certification? *   No ▾

Have you completed OPM Delegated Examining Training post April, 2019? *   No ▾

Since taking OPM training, will you have applied what you learned a minimum of 90 days before taking Delegated Examining Certification Assessment exam? *   No ▾

Have you taken Delegated Examining Training through OPM? *   No ▾

Did you take Delegated Examining Training from another agency/vendor/other? *   No ▾

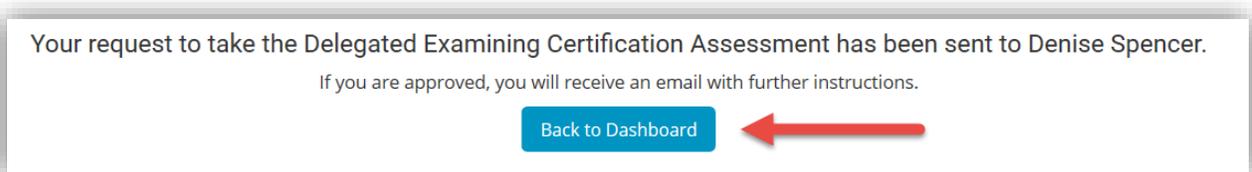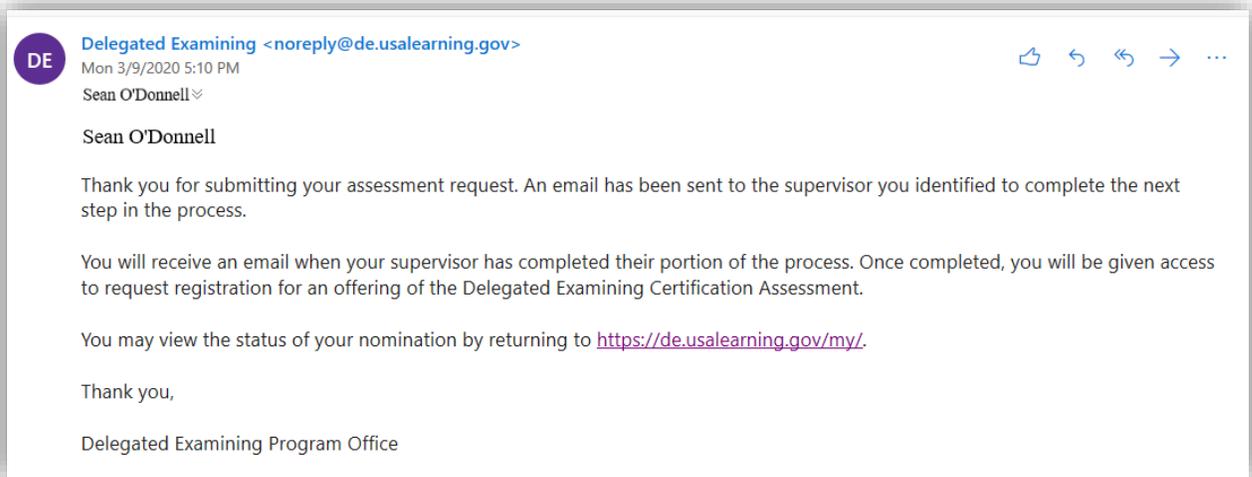You will also need to input any missing supervisor information before submitting the form.

**Supervisor Information**

| | |
|---|---|
| First Name * | Denise |
| Last Name * | Spencer |
| Title | |
| Phone Number * | |
| Email Address * | dspencer@powertrain.com |

Submit   Cancel

**NOTE**: All items marked with an asterisk are required to be completed.

## Step 4

Once the information is submitted, you will be informed that you will receive an email informing you that the request has been sent to the supervisor.

**Delegated Examining** <noreply@de.usalearning.gov>
Mon 3/9/2020 5:10 PM
Sean O'Donnell

Sean O'Donnell

Thank you for submitting your assessment request. An email has been sent to the supervisor you identified to complete the next step in the process.

You will receive an email when your supervisor has completed their portion of the process. Once completed, you will be given access to request registration for an offering of the Delegated Examining Certification Assessment.

You may view the status of your nomination by returning to https://de.usalearning.gov/my/.

Thank you,

Delegated Examining Program Office

Your request to take the Delegated Examining Certification Assessment has been sent to Denise Spencer.
If you are approved, you will receive an email with further instructions.

Back to Dashboard

## Step 5

When you return to your dashboard, you will see the Assessment Request Status listed as Pending.

**Assessment Request Status:**
Submitted on 03/09/2020        **Pending**
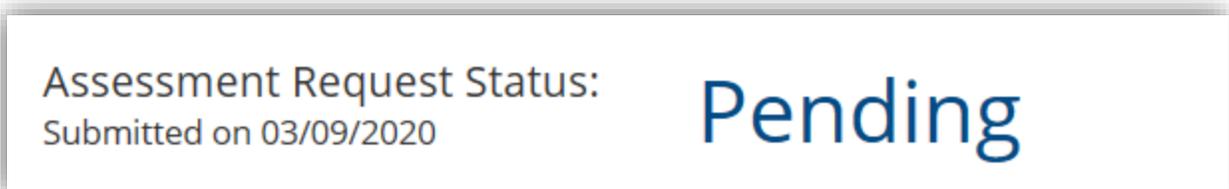
## Step 6

Once your supervisor has approved your request, you will see the Assessment Request Status change to Approved and you will receive an email notification. If the request is denied, the status will change to Denied. When you have the Accepted status, there will be a link to the payment system in the dashboard.





## Next Steps

Refer to Job Aid

- Payment