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/](https://de.usalearning.gov/) and re-take the post-test for additional practice.

DE Registration Site
[https://de.usalearning.gov/](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
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](mailto: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 DelegatedExaming@opm.gov
For questions about prior certification, contact DE.Recertification@opm.gov