

OPM Delegated Examining Certification Frequently Asked Questions

Expired Delegated Examining (DE) Certification

1. I was not able to pass the Delegated Examining Certification Assessment before my DE Certification expired. What happens now?

If you are required to conduct DE work independently as part of your current job, you are required to hold DE Certification. Beginning the day after your DE Certification expires, you are no longer authorized to perform DE functions independently. Any DE work activities you perform must be under the close oversight of an individual certified in DE. Only staff certified in DE may post job announcements and issue certificates.

When providing oversight for a non-DE certified staff member, the DE-certified individual must review job announcements before posting, review qualifications determinations and veterans' preference adjudications, and review certificates of eligibles before issuance. Non-DE certified staff may perform the work necessary to draft a job opportunity announcement and/or prepare a certificate of eligibles, but the individual who actually posts the announcement or issues the certificate must be certified in DE. We understand there may be limited circumstances where non-DE certified staff post announcements or issue certificates in the automated system. In those instances, the examining case files must be clearly documented with the name of the DE-certified individual who reviewed and approved the announcement and/or the certificate, which includes the qualification determinations and veterans' preference adjudications. This DE-certified individual is accountable for the accuracy and correctness of the posted announcement and/or certificate.

Profile Creation

2. I have not used the Delegated Examining Certification Information System (DECIS) before. How to I create a profile?

Go to [USALearning](#), select Log In, and select "Create DE Profile." You must use an official Federal government agency email address. Complete the account information including your agency DEU information, certification history, and supervisor's information. Once profile information is submitted, you will receive a confirmation screen and then an email will be sent to you to confirm your profile. Once you confirm your profile, you will be able to view your dashboard, where you will be able to begin the registration process for either DE Training or the DE Certification Assessment.

3. I already have a profile in DECIS but have switched agencies and need to use a different email address. What do I do?

Do not create more than one profile in this system, as it may prevent you from registering, scheduling, or taking the DE Training or Certification Assessment. It is important to keep your information current. If you have changed agencies, create a HelpDesk ticket from the login page to request an update to your email address. You will also need to login to your profile and update your agency and DEU ID Number, position information, supervisor's name/email address and any other affected information.

4. What is the best internet browser to use to access the DECIS [USALearning](#)?

DECIS works on all browsers; however, it runs best on Google Chrome.

Registration

5. How do I register for OPM's virtual Delegated Examining Training?

- a. Log in to [USALearning](#).
- b. Once on your dashboard, select Training Registration.
- c. Complete and submit the supervisor information.
- d. Email notification will be sent to you indicating your request is pending supervisory approval.
- e. If approved by your supervisor, you will receive an email to log back into [USALearning](#) to select "Click here to view available course offerings" to view a current list of Open Enrollment – DE Training courses.
- f. Click Request Registration for the training course you would like to attend.
- g. Your registration request will remain in a pending status until a DE Program team member reviews your request.
- h. Email notification will be sent to you once the request is reviewed:
 - a. If approved, email will include a link to finalize your registration and purchase your seat
 - b. If denied, email will include reason for denial

- i. You can forward the email with the link to your agency purchase cardholder to complete payment or continue to the link if you will be uploading an approved funding document as payment.
- j. You will receive a registration confirmation email once your payment is determined to be complete. You will not be placed on a training roster until your payment is made and your seat is confirmed.
- k. Upon completion of the training, post-test, and course evaluation, you will receive an email from <noreply@de.usalearning.gov> with instructions for how to schedule the Assessment.

6. My agency is interested in hosting a Delegated Examining Training class for my agency only. Who should we contact?

Your agency should contact FHRI@opm.gov to inquire.

7. I already have an account in DECIS but am having trouble registering for the Delegated Examining Training or the Delegated Examining Certification Assessment. What should I do?

Do not create more than one account. Read other FAQ questions to see if you can find your answer. If your question is not addressed, please send questions about registration to the DE Program Office at DelegatedExamining@opm.gov.

8. Must I register for both the Delegated Examining Training and the Delegated Examining Certification Assessment?

No. HR practitioners may wish to register for only the Assessment. Information in the DE Certification Preparation Toolkit can help you prepare.

9. I need to obtain DE Certification because my current job requires that I conduct DE work for a DE unit. How do I register for only the Delegated Examining Certification Assessment?

1. Log in to [USALearning](https://usalearning.gov).
2. Once on your dashboard, select Assessment Registration.
3. Complete and submit the supervisor information.
4. Email notification will be sent to you indicating your request is pending supervisory approval.
5. Email notification will be sent to you once the request is reviewed:

- a. If approved, email will include a link to purchase your seat
 - b. If denied, email will include reason for denial
6. You can forward the email with the link to your agency purchase cardholder to complete payment or continue to the link if you will be uploading an approved funding document as payment.
7. Once payment is complete, you will receive an email from noreply@de.usalearning.gov with a link inviting you to schedule the Assessment – choosing in-person testing or remote testing and a date and time. As this email may go to spam/junk email, please check there if you cannot locate it. You can also find this scheduling link within your dashboard in DECIS.

10. I failed the Delegated Examining Certification Assessment. How soon can I register to re-take it?

Waiting periods of specific calendar days between Assessment attempts are as follows: 30 days following failure of first attempt; six months following failure of subsequent attempts. You must wait the applicable period before re-registering for the Assessment. A change was made on January 26, 2022, to shorten the waiting period after first fail from 60 to 30 days.

11. I failed the Delegated Examining Certification Assessment and am ready to re-take it. What steps do I take?

You may begin the registration process once your re-test waiting period has elapsed. At that time, you must return to your account at <https://de.usalearning.gov> to register for another attempt at the Assessment by selecting Assessment Registration.

12. After selecting Assessment Registration and filling out my information, I receive a system error that states I am not expiring until 2024. What should I do?

You likely entered the wrong date for date of last certification. If you answer “yes” to “Are you getting recertified in Delegated Examining?” you are prompted to input the date of last certification. This date should be the beginning date of your three-year certification, not the date your certification expired. For example, if your last certification started on 07/17/2017, the date of last certification would be 07/17/2017, not 07/17/2020.

13. I work as a contractor for a Federal agency. What steps do I take to register for Delegated Examining Training and/or the Delegated Examining Certification Assessment?

If pursuing DE Certification for the first time as a contractor or renewing current DE Certification, you must create a profile in DECIS at <https://de.usalearning.gov> using your .gov or .mil email address. The registration process also requires approval by your Federal supervisor. You will add information about the Federal supervisor responsible for staffing work performed. Then, follow instructions under Registration to complete the process for the DE Training or Assessment Registration. At the time of payment, the Federal agency must sponsor the contractor (i.e., pay the exam fee) and document the contractual relationship.

14. I took the DE Training course but have not yet received information on scheduling the Assessment. Can you send me the link to schedule?

You must complete the training course, **post-test**, and **course evaluation**, to be marked complete after DE Training. Once your registration is marked complete, you will receive an email from one of the below addresses with instructions about scheduling your Assessment. You can also view the scheduling link from your DECIS dashboard. If you cannot locate the scheduling email and do not see the scheduling link on your dashboard, contact DelegatedExamining@opm.gov to request the link be resent.

- From technical_support at psionline <no-reply@panpowered.com> (if DE Training attendance April 2019 to September 2021)
- From Delegated Examining <noreply@de.usalearning.gov> (if DE Training attendance October 2021 to present)

In-Person or Remote Assessment

15. I know I can go to an in-person testing site to take the Assessment, but I also heard there was a remote option. What should I consider when making my choice?

There are two options for taking the Assessment:

- In a proctored (in-person) setting at an independent testing facility (locations throughout the U.S. and abroad); or
- Proctored remotely at your home or office. For this option, it is very important for you to review the **Live Remote Proctoring Overview**. Important things to know:

- You will not be permitted to test (and will forfeit your exam fee) if you do not have:
 - Valid photo identification
 - A working webcam to show yourself and pan around the room
 - A clean desk area free of papers, books, phones, and other materials
 - Enough battery power to last 2 hours
 - See other details outlined in the scheduling invitation
- You must confirm the compatibility of your equipment and systems prior to testing and be familiar with Microsoft Teams.
- You must login 10 minutes prior to the start of your exam to ensure you can connect to audio and video. The proctor will join you at the scheduled time. If you arrive more than five minutes late to the exam session, you will not be permitted to test. Your exam will be canceled, and you will forfeit your exam fee.
- Dual monitors are prohibited.
- You will be allowed access to NotePad during the test and will be instructed to delete any notes taken prior to ending your test session. If unfamiliar with NotePad, try it on your own prior to the session.
- You must “share” your desktop for the duration of the exam so the proctor can verify you have no other applications or internet sites open on your computer.
- You must keep your audio and video on, and you will be recorded.
- You are not permitted to leave the camera viewing area until your exam session is completed.
- No one else may be in the room with you while you are taking the exam.