

## **Attachment C**

### **BECOMING A CERTIFIED INVESTIGATOR BY EXAM ONLY**

The Office of Mental Retardation's Incident Management policy allows for individuals who wish to become certified investigators and have already taken an investigations course offered by Labor Relations Alternatives, Inc. (LRA) to take an exam rather than complete the new five-day course now being required by OMR. This five-day class presents the following additional information not included in the programs previously provided by LRA:

- An overview of the service system in Pennsylvania
- The relationship of the Mental Retardation Bulletin on Incident Management to investigation of incidents.
- An overview of various federal, state and local requirements, regulations and policies.
- The Investigation Process.
- A process for evaluating the quality of incident investigations

To qualify to take an exam for certification as an investigator in place of taking the five-day course, the following criteria must be met:

- You must have taken LRA's investigations course, Conducting Serious Incident Investigations. This course has been offered in both a two and three day format.
- This course must have been taken within the last three years of making application to take an exam in lieu of the course.
- General qualifications include that you must:
  1. Be a high school graduate;
  2. Be over the age of 21 years; and
  3. Meet the background requirements of the Older Adults Protective Services Act and the Child Protective Services Law.

To apply to take the exam in lieu of the course, the agency director must complete and sign the attached form verifying that you meet the eligibility criteria above. Proof of having attended an LRA class may include either of the following:

- A certificate of completion.
- A letter from your agency director or county program certifying successful completion of the course (i.e., that all days of the course were attended). This letter should include the dates and location of the training you attended.

The form verifying that you meet these criteria and, where applicable, a certificate of completion of an LRA course must be faxed to LRA.

Exams will be given on the last day of the scheduled training programs. All exams will be given at 3:00 p.m. on the Friday of each course offered through December, 2001. If you have any questions, please feel free to contact LRA at (800) 382-0063 (access code 03) or e-mail us at [vickicbradley@aol.com](mailto:vickicbradley@aol.com).