

## V3 Certification Checklist

For V3 certification, complete the 6 mandatory classes and additional requirements within one year of enrollment in the program. Use this page as a checklist as you work toward certification. The classes below will be presented regularly at V3 Employer Training Days (in-person), as well as be offered in a webinar format. To see a schedule of events, go to [www.dvsV3.com/events](http://www.dvsV3.com/events).

<input checked="" type="checkbox"/>	<b>Certification Item</b>	<b>Presenter</b>	<b>Expected Time</b>	<b>Date Completed</b>
<input type="checkbox"/>	Core Curriculum – Best Practices in Veteran Recruiting, Hiring and Retention	DVS / V3 Representatives	2 hrs	
<input type="checkbox"/>	Dispelling Myths About Veterans with PTSD	Virginia Veteran and Family Support	30 min	
<input type="checkbox"/>	"Veteran" is a Big Word, and the Value of hiring a Virginia National Guardsman	Virginia National Guard	30 min	
<input type="checkbox"/>	OJT and Apprenticeship: Using the GI Bill to Train Profitable Employees	State Approving Agency	30 min	
<input type="checkbox"/>	The Virginia Workforce Connection and Other Veteran Recruiting Systems and Tools	Virginia Employment Commission	45 min	
<input type="checkbox"/>	Uniformed Services Employment and Reemployment Rights Act (USERRA)	ESGR / Virginia Office of the Attorney General	45 min	
<input type="checkbox"/>	Capstone project: Organizational Veteran Hiring Plan*	N/A*	----	
<input type="checkbox"/>	Executive Cover Letter with Public Veteran Hiring Commitment	N/A	----	
<input type="checkbox"/>	Submit certification documents to DVS	N/A	----	
<input type="checkbox"/>	Certification Achieved! Congratulations!	N/A	----	

\* The V3 Program does offer an optional webinar presented by subject matter experts on building and implementing an Organizational Veteran Hiring Plan; however, attending this training is not required for certification.