

## Advance Your Career and Organization

Earning your DoD EBA credentials is a career-long commitment that distinguishes you from your peers by endorsing that you have demonstrated the required HR Competencies and Knowledge that are critical to an EBA in providing expert benefits counseling to the federal workforce. The DoD EBA Credential denotes an esteemed level of professionalism that exemplifies achievement within the Federal and DoD HR Community. Not only will you earn recognition from your organization and peers but from the employees who trust your guidance that impact their lives long after employment. As a credentialed DoD EBA, you will be able to showcase your certification by putting the credential, DoD EBA, after your name.

### Exam Eligibility

To become a credentialed EBA, you must meet the following professional and educational criteria before taking the required examinations:

#### LEVEL I EXAM

- Must be in the 0201 or 0203 Occupational Series
- Basic Benefits Course Certificate of Completion

#### LEVEL II EXAM

- Must be in the 0201 Occupational Series
- Assigned as an Employee Benefits Advisor
- Benefits Intermediate Course Certificate of Completion
- Level I Credentialing Exam Certificate

#### LEVEL III EXAM

- Must be in the 0201 Occupational Series
- Assigned as an Employee Benefits Advisor
- Advanced Benefits Workshop Course Certificate of Completion
- Level II Credentialing Exam Certificate

Credentialing exams must be taken in sequential order.

### Exam Preparation

The EBA will earn “credentials” through enrollment and completion of the three-tier DoD EBA Credentialing Program. The overall program consists of 3 examination levels: Level I (Basic), Level II (Intermediate), and Level III (Advanced). The participant must attend three (3) resident courses that are offered by DCPAS' Benefits and Work-Life Division, and complete the corresponding exam(s) in sequential order. The course materials provided during the resident courses are to be used as study guides and references for preparing for the exam(s).

The exams are 2 1/2 hours, proctored, and contain all multiple choice questions. Immediately after testing, you will be provided your score. The passing grade for each exam is 85% and graduates will receive their certificate via mail within 2 weeks from exam completion. Examination questions focus on human resources concepts, principles, and practices related to retirement, insurance, injury compensation, and other employee benefits programs.

## **Testing Availability**

Credentialing testing opportunities at the Mark Center are offered upon the conclusion of the training cycle. Testing is offered every Monday, beginning on the first Monday in October through the end of the calendar year. To schedule an exam or to learn of additional testing opportunities, please send an email to our designated group email.

## **Recertification Requirements**

As a HR leader, Recertification demonstrates commitment to continuing competence— not only at the time of initial certification, but throughout the advancement of a HR Specialist's career. Credentialed EBAs are required to renew their certification every three years.