




Delegated Examining (DE) Certification Preparation Toolkit

Revised 2/2026

Staff who pass the DE Certification Assessment:

- ✓ meet a professional standard of competency
- ✓ have demonstrated understanding of the DE hiring process
- ✓ can be relied on independently to help your agency hire effectively

Success in achieving DE Certification includes sufficient attention in **three** areas:

 DE Training (encouraged for those new to DE)	 On-the-Job Experience (recommend a <i>minimum</i> of 90 days to apply what you learn)	 Certification Assessment (to show what you know)
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| Foundational References | <ul style="list-style-type: none">• <u>Delegated Examining Operations Handbook (DEOH)</u>• <u>VetGuide for HR Professionals</u>• <u>OPM Operating Handbook, Qualification Standards for General Schedule Positions</u> |
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The best preparation for the DE Assessment is on-the-job experience

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| Suggestions for OJT from the Toolkit | <ul style="list-style-type: none">• Try the Capstone, provided during OPM’s DE Training course, to understand the DE process. Mimics a real case from start to finish.• Review the <u>sample DE scenario questions</u>.• Gain practical experience shadowing experienced DE staff members or mentors at your agency. |
| Focus on specific competencies in which you need more experience | <ul style="list-style-type: none">• Technical Assistance Modules - Available in USA Learning upon paid registration for DE Training or the Assessment.• Review the <u>DE Certification Assessment Information Sheet</u> for competencies covered by the Assessment.• Use the <u>OPM Form 1675 Employee Assessment</u> to determine which competencies you need to strengthen. |

For more information about scheduling your DE Certification Assessment, what to expect at the test center and more, please visit [DE Certification Assessment Applicant Resource Center](#).

For registration information, visit www.opm.gov/deu.

Changed agencies or your name? Contact [Helpdesk](#) with details about your new agency and DEU Name, previous email address, and other affected information.

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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, abilities 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 in the [Category Rating Slides](#))
- Veterans' Preference
- Job Analysis
- Qualifications Analysis
- Introduction to the Code of Federal Regulations (CFR)
- Hiring Flexibilities/Staffing Programs for Special Populations

OPM Training Course Offerings from HR Solutions

Available by agency request

To request one of these courses for your agency, supervisors should contact

StaffAcquisition@opm.gov

- Basic Staffing, 3 days (in-person or virtual)
- Category Rating, 1 day (in-person or virtual)
- Qualification Analysis, 2 days (in-person or virtual)
- Adjudicating and Applying Veterans' Preference, 1 day (in-person or virtual)

Many vendors offer courses on these topical areas. Find the course that is right for you!

For questions about registration, contact register@opm.gov

For questions about prior certification, contact DE.Recertification@opm.gov