

## AVAILABILITY AND LOCATIONS

The Department of Defense Employee Benefits Advisor credentialing exams are administered by computer and are currently being proctored at DCPAS HQ at the Mark Center in Alexandria, VA and at two approved testing centers located at Ft. Riley, Kansas and Joint Base San Antonio, Texas.

## MARK CENTER TESTING SCHEDULE

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, please send an email to [dodhra.mc-alex.dcpas.mbx.benefits-contacts@mail.mil](mailto:dodhra.mc-alex.dcpas.mbx.benefits-contacts@mail.mil)



*Be Recognized. Get Credentialed.*



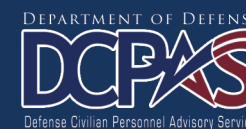
## CONTACT INFO

### BENEFITS CALL CENTER:

(703) 882-5197

### EMAIL:

[dodhra.mc-alex.dcpas.mbx.benefits-contacts@mail.mil](mailto:dodhra.mc-alex.dcpas.mbx.benefits-contacts@mail.mil)





## PROGRAM OVERVIEW

The Defense Civilian Personnel Advisory Service (DCPAS), Benefits and Work-Life Division is proud to present the Department of Defense Employee Benefits Advisor (DoD EBA) Credentialing Program.

The DoD EBA Credentialing Program is the first certification program of its type within the Federal Government, to promote the professionalization of the HR Occupational Job Series. The program focuses on the interpretation and application of Federal laws, regulations, and DoD policy and practices within the Employee Benefits functional area.

## 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 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).

## EXAM FORMAT

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.

In the event a passing grade isn't achieved on the first attempt, there will be opportunities to retake the test at a later date.



## 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.

## RECERTIFICATION

To remain certified, you must remain current as an Employee Benefits Advisor and re-certify your EBA Credentials every 3 years.