

## **GUIDELINES FOR BECOMING RELIABLE ON THE PDI/PI:**

*Congratulations on finishing the course! In order to complete reliability as efficiently and effectively as possible, please follow these instructions:*

### GENERAL INSTRUCTIONS

- The **Deadline** for completing the reliability training is **6 Months** after completing the training (**December 31<sup>st</sup>, 2016**).

- You will need to complete **5 PRACTICE INTERVIEWS and 10 RELIABILITY INTERVIEWS**

- After you complete the practice set, you will be assigned a **tutor** who will review scores and answer questions. You are entitled to up to **4 hours** of phone consultation from your assigned tutor.

- All scores must be submitted on the **official score sheet** or they will not be accepted. Write down notes and RF “types” – this will help you remember why you gave the scores, and it will help us give you feedback.

- You will receive results no more than **2 weeks** after submitting your scores.

- To be reliable, you must achieve **80 Percent Agreement on overall scores and 75 Percent Agreement on the individual item scores**.

### HELPFUL HINTS FOR BECOMING RELIABLE:

1. Do your homework during training!
2. Don't wait to start working on the practice and reliability sets! The sooner the better.
3. Make good use of your phone consultations – write down detailed, specific questions before you speak to your tutor!

### SCORING PROCEDURES:

**STEP 1: COMPLETE THE PRACTICE SET** (best to complete within 1-2 months of training) Your tutor will send you both your overall score and individual item score percentages and a link to the practice set score sheets. Once you have reviewed your scores, you may set up a phone conversation to discuss your questions. Once you and your tutor have agreed you are ready, you may move on to the reliability set.

### **STEP 2: COMPLETE THE RELIABILITY SET:**

The reliability set contains 10 Interviews. You may score them all at once, or you may request feedback from your tutor after scoring the first five. **\*\* Very rarely, we have students who are not reliable after they complete the reliability set. In this case, we will offer you the option to score five more interviews. If at that point you are still not reliable, then we will give you the option to retake the course.**