Each fiscal year, all mandatory Random Moment Time Study (RMTS) participants are required to complete RMTS training. Training for fiscal year 2020 will be available as a computer-based training (CBT) in the Learning Management System (LMS) beginning September 16, 2019. All RMTS participants must complete training before October 21, 2019.

Training Highlights:
- On-demand training (no scheduled training times – participate when your schedule permits).
- Stop and Start (pause training and resume later).
- Open-book format (participants may use all resources available to them to pass the exam).

Mandatory Participants:
- Family Independence Specialists and Eligibility Specialists
- Adult Services Workers
- Children’s Services Workers
- Child Placing Agency Workers (who support MDHHS cases)

Instructions:
- Log into the LMS.
- Use search function to find the training and exam listed below

<table>
<thead>
<tr>
<th>Worker Classification</th>
<th>Training Title</th>
<th>Exam Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Services</td>
<td>RMTS Annual Training FY 2020</td>
<td>RMTS Exam FY 2020</td>
</tr>
<tr>
<td>Children Services</td>
<td>RMTS Annual Training FY 2020</td>
<td>RMTS Exam FY 2020</td>
</tr>
<tr>
<td>FIS and ES</td>
<td>RMTS Annual Training FY 2020</td>
<td>RMTS Exam FY 2020</td>
</tr>
<tr>
<td>Private Agency</td>
<td>RMTS Annual Training FY 2020</td>
<td>RMTS Exam FY 2020</td>
</tr>
</tbody>
</table>

- Review all training slides
- Pass the exam with a score of 85% or higher within a maximum of 3 attempts.
- Credit will be recorded in LMS once the training slides are reviewed and the post test has been taken and successfully passed.

Exam Resets:
- Participants who do not pass the exam, within 3 attempts, must review all training materials with their supervisor or local office training coordinator.
- Exam reset requests must be emailed to MDHHS-RMTS@michigan.gov by a supervisor or training coordinator. The requestor must verify that the training materials were reviewed and that the participant will pass if allowed a 4th attempt. Please allow two business days for processing.

All questions should be directed to the MDHHS RMTS Administrator by emailing MDHHS-RMTS@michigan.gov.