

---

## File Transfer Requirements to Host NTI Training Locally

Once host site agreements are signed, the assigned contact in the organization will receive access to a Microsoft Teams folder through the University of Maryland to access the following materials:

### Produced Training Files

- Files are produced using Articulate Storyline 2 and are published in SCORM 1.2, SCORM 2004 (4<sup>th</sup> edition), Tin Can, or HTML5 file format
- SCORM files are provided by lesson and packaged in zipped file folders by Module with each file approximately 1-2 megabytes each.
  - Handouts are linked within the presentation.
  - Files should be posted on a local server that is named for that Lesson within the folder.
  - These files seem to work best on Chrome and Firefox.
- Test files can be downloaded from this link: [https://1drv.ms/f/s!AvJ-EGuBXSh3hOckIMwx9V8f6Kw2\\_A](https://1drv.ms/f/s!AvJ-EGuBXSh3hOckIMwx9V8f6Kw2_A)

### Pre/Post-test

- Pre/Post-test will be provided in a single excel file for both trainings. **Content will need to be entered by hand into a content management system or LMS' testing platform.**
  - Each Module's test is on a separate labelled tab, organized with the question, correct answer, and response options.
  - Pretest and Posttest questions are identical- so only one test per module provided.
  - It is recommended that questions are randomized in the LMS for questions only. Some question options refer to specific selections like, "All of the above," or "A and B only" so question option randomization should not be used.
  - 80% is required test score to pass.

### Handouts

- Handouts will also be provided in a separate zip file, organized by Modules.
  - File types include: Word, PDF, and URLs

### Certificate Templates

- Certificate templates are not provided with the training files. You can create your own certificate template or award credit based on the guidelines established by your organization.
  - Approximate credit hours for the training:
    - CW: 20
    - CW Supervisor: 25
    - MH: 30
- Training is already approved by NASW for continuing education credit. Links to Cassidy R. Seminars will also be provided so individuals can purchase other CEU's for \$40.

The National Training Initiative is being developed and funded through a cooperative agreement with the Department of Health and Human Services, Administration for Children and Families, [Children's Bureau](#), Grant #90CO1121.

---