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## File Transfer Requirements to Host NTI Training Locally

Once host site agreements are signed, the assigned contact in the organization will work with C.A.S.E. to receive access to the training files.

### Produced Training Files

- Files are produced using Articulate Storyline 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.
  - Handouts are linked within the presentation.
  - These files seem to work best on Chrome and Firefox.
- To download the training files, send request to [LMSHELP@adoptionsupport.org](mailto:LMSHELP@adoptionsupport.org)

### Pre/Post-test

- Pre/Post-test will be provided in a single excel file for both trainings. Test questions and answers will need to be entered manually into the Learning Management System.
  - 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 is 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 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:
    - CWP: 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.

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