

# File Transfer Requirements for Produced Content to Host NTI Training Locally

## Produced Training Files

- Files are produced using Articulate Storyline and are produced in HTML.
- HTML files are packaged in file folders by Module & Lesson.
  - Handouts are linked within the presentation.
  - Files should be posted on a local server and the server should point the .html file that is named for that Lesson within the folder.
- Pre/Posttests for each module are **not** included within the produced Articulate Storyline training files.
- 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 and Final Test will be provided in a single excel file for both trainings.
  - Each Module's test is on a separate tab
  - Pretest and Posttest questions are identical- so there is only one test per module provided.
    - It is recommended that randomization be used in the LMS for questions and question options.
  - Each Module sheet is organized w/ the question, correct answer, and then response options.
  - Content will need to be entered by hand into a content management system or LMS' testing platform.
  - 80% is required to pass.

## Handouts

- Handouts will also be provided in a separate zip file and will be 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.

- Credit hours for the training:
  - CW: 21 (Including Final Test and Review Module)
  - CW Supervisor: 25 (Including Final Test and Review Module)
- Organizations are responsible for submitting this training to professional organizations for CEU approval.

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