9/7/12

Verification Training

Good Morning,

The Verification Training is now available. It is posted on our website at <http://www.cde.state.co.us/cdenutritran/nutriverification.htm>; click on the Training link. Once you have viewed the training, you will want to access the test. Links to access the test are being sent out today; if you do not receive them by the end of the day, please email me to let me know. Please check your junk mail, as the email will likely go there.

Each district was advised in emails on 8/20 regarding whether you are required to take this training or not (you are receiving this message today regardless of this designation, so that even if you are not required to complete the training, you still have all of the necessary information if you want it). If you are required to take the training, the test must be completed no later than 4pm on Wednesday 26 September. Please note: This Verification training is a different training than the Free and Reduced Training conducted this past summer.

Important notes about the training:

1. You may begin viewing the training. It is in the form of an “Articulate”  PowerPoint presentation and can be found at the link noted above. You will also want to review the Verification Packet, Eligibility Manual, and sample VSW and VRW forms. These are all posted on the website.
2. Again this year, we are using Hosted Test as our training software. Sometime today, you will receive an email from that system, from otey\_j@cde.state.co.us, which will provide you with access to the test. This email will likely go to your junk mail or quarantine, so please be sure to check both of those. (If you do not receive this email by the end of today, please email me to let me know.)
3. There is a 25-question final test (2 pages of 12 and 13 questions each). At the end of each page, the software will provide you with feedback on which questions you answered correctly, as well as which ones were incorrect. Incorrect responses will also generate a comment that will guide you to where the answer can be found. At the end of each page, be sure to hit Submit; you are not finished with the test until you answer all 25 questions.
4. The passing score is 80%. If you pass the test, you will receive a message to this effect. If you do not pass the test, you will have another opportunity to re-take it. If this is the case, please pay careful attention to the instructions that will be provided regarding how to re-take the test; a return code and retake URL will be displayed. You may re-take the test multiple times.
5. Remember, this test is open book, and there is no time limit. All answers can be found on the website—in Articulate, the Eligibility Manual, the Verification Packet, and the sample VSW and VRW forms. The training must be completed in one session; you will not be able to exit the test and then get back in to where you left off.
6. It is highly recommended that you print a copy of your results (a final results page will display), should any glitches occur in the system. We will not be able to provide you with copies of your test.
7. The online Verification training must be completed by 4pm on Wednesday 26 September.

Please let me know if you have any questions.

Thank you,

Jennifer Otey

Consultant

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