

ND Guardianship Training Course - Tips and Guidelines

This course was developed for guardians and others concerned about the welfare of a vulnerable adult. This free training is required for new guardians, and is available at <http://ndtraining.org/>. The course may be viewed on phones and tablets, but some of the print is very small.

PLEASE NOTE: before you begin the training, you must sign up for a free account.
It can take up to 24 hours to receive confirmation that your account has been setup. Please allow time to register and receive your confirmation email before you plan to complete the online training.

Step 1: Register

Go to <http://ndtraining.org/> and click on the tiny SIGN UP button in the top blue strip. Enter a username and email address, and create a password to access your account. Enter your name as you would like it printed on your certificate. The rest of the profile can be blank.

Scroll down and click the brown COMPLETE SIGN UP box. The screen will then say that you need to activate your account. It may take up to 24 hours to receive your activation email.

Step 2: Activate

When you receive an email requesting you to complete activation, click on the link provided. Clicking the link will bring you back to the training course, landing on your profile page.

Step 3: Review the course

Click the HOME tab in the blue bar near the top of the page. On the home page, click on the brown GET STARTED NOW box by the blue umbrella.

Click on the brown START COURSE box. You will see that there are three units in this course: Guardianship Training, Scenarios Exercise, and Guardianship Quiz.

A. Guardianship Training Unit:

Click START COURSE in the blue bar under the instructions. A tiny window may open asking if you would like to continue: click OK. This will open the Guardianship Training unit.

Click on START COURSE in the brown bar. You will be instructed to test your speakers, and click on the blue Continue button. Click NEXT in the brown navigation bar, and listen to a tutorial on how to proceed through the course.

If you click on Resources or Terminology in the navigation bar, you may lose your place in the training. Click on Main Menu in the navigation bar, and click NEXT until you get back to your spot. (It's best to review the Resources and Terminology buttons at the end of the training.)

This unit is more than 130 pages long and may take an hour or more to review; you may exit the course before completion. When you return, a tiny grey box will appear and ask "Continue from where you stopped last time?" Click on the OK button to pick up where you last ended.

On the last page, MODULE COMPLETE will appear in the brown navigation box. Scroll down to the blue bar, and click on MARK THIS UNIT COMPLETE. Click on NEXT UNIT in the same blue bar.

B. Scenarios Exercise Unit:

Click on BEGIN in the brown navigation box. After reading the scenario, select an answer and read the summary. Click on the MAIN MENU blue box by the navigation box to review more scenarios. Scroll down to the blue bar, and click on MARK THIS UNIT COMPLETE. Click on PROCEED TO QUIZ, or NEXT QUIZ in the same blue bar.

C. Guardianship Quiz Unit:

Click on START QUIZ in the blue bar. Then click on START QUIZ in the brown box. Answer each question and click on NEXT QUESTION in the blue bar. After the final question, click on SUBMIT QUIZ in the brown box. After you submit the quiz, you may check your score and retake the quiz if needed.

Scroll down and click on FINISH COURSE in the brown box near the bottom of the page. On the next screen, there should be a green square box that says that you have successfully passed the course. Click on VIEW CERTIFICATE in this green box.

Step 4: Print your certificate

If you cannot locate the link to view your certificate, click on your name at the top of the page. Click on “View profile” right under your name in the pop-up menu. In your profile window, there should be a GUARDIANSHIP TRAINING box under the Certifications tab. Click on this box.

A PDF file will open showing your certificate. Click the print icon or the save-as icon in the upper right corner. Click anywhere outside of the certificate to close this window. Log out of the training via the pop-up menu by clicking your name on the top of the screen.

Congratulations! You have fully completed the online training. You may be required to submit a copy of this certificate to the District Court.

Other helpful tips:

This training was developed by the National Center for State Courts. They also provide technical support for the site via email: click on the CONTACT US tab for support.

Take your time completing the training: there is no time limit. You may return as often as you’d like to complete all of the units.

Visit the FAQ tab if you have questions;
the NCSC has listed helpful information including how to print your certificate.