

# KNOW & TELL eCourse

## Registration, Access, & Printing Your Certificate Directions

NCJTC **announcement** regarding COVID-19 (coronavirus)

Self-Paced



Self-Paced

### Child Abuse: The KNOW & TELL Program



Learn the signs of neglect, physical, and sexual child abuse to identify a child victim and understand your responsibility as a mandated reporter. Awareness of these signs is a critical step to protecting our children and help educate others. We all have a responsibility to protect children.

PRINT FLYER



No Fee

REGISTER



HAVE UNIQUE  
TRAINING NEEDS?

We can develop custom  
training for you!

CONTACT US!



JOIN OUR  
MAILING LIST

Subscribe now to get the  
latest training news FIRST

#### Details

[Learn More](#)

#### About

Join us to gather important foundational concepts and key takeaways from each course module. Training contains 3 hours of instruction.

Using the CHROME browser, go to

<https://ncjtc.fvtc.edu/trainings/TR00008379/TR1160849/child-abuse-the-know-tell-program>

CLICK the "REGISTER" Button.

## Sign In

Sign in with your account ID and password.

ID

[Forgot ID?](#)

e.g. 123456789

Password

[Forgot Password?](#)

e.g. \*\*\*\*\*

**SIGN IN**

Don't have an Account?

**CREATE ACCOUNT**

NCJTC is a division of Fox Valley Technical College



Not sure? [Find My Account.](#)

If you already have a Fox Valley Account you can enter your credentials and click "SIGN IN." If you are new to Fox Valley you will click "CREATE ACCOUNT."

## Create Account

Create an account in order to register for NCJTC training.

➔ About You	➔ Organization	➔ Position	➔ Approving Authority	➔ Stay Secure
-------------	----------------	------------	-----------------------	---------------

**About You**

We need some general information to begin the account creation process.


First Name  MI (optional)  Last Name

Date of Birth  Gender

Ethnic Group

Why do we need this?

NCJTC is a division of Fox Valley Technical College

 **Fox Valley**  
TECHNICAL COLLEGE  
Knowledge That Works

**NEXT**

Fill in the boxes with your information and then click "NEXT."

✓ About You	➔ Organization	➔ Position	➔ Approving Authority	➔ Stay Secure
-------------	----------------	------------	-----------------------	---------------

**Organization**

We can help you find your organization. Simply start typing the name of your organization below.

**Organization Name**

Granite State Children's Alliance

[Choose a different organization.](#)

**Organization Type** **Country**

State United States

**Address**

72 South River Road

**APT (optional)**

Suite 202

**City** **State** **Postal Code**

Bedford New Hampshire 03110

**Organization Phone** **Extension (optional)**

+1 603-864-0220 Ext. 9999

Begin typing the organization you represent. Fill in all corresponding information and then click "Next."





## Create Account

Create an account in order to register for NCJTC training.

✓ About You

✓ Organization

➔ Position

➔ Approving Authority

➔ Stay Secure

### Position

Provide us with information on your position at your organization.

Title/Rank

Program Outreach Manger

Email

knowandtellsca@gmail.com

Position Phone

+1 (603) 864-0216

Extension (optional)

Ext. 9999

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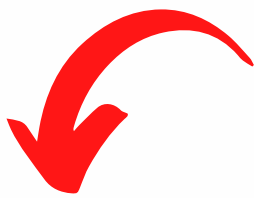
PREVIOUS

NEXT

Continue filling in information about your position within the identified organization and then click "NEXT".

## Approving Authority

Let's add information on who will approve your training registrations.



I am my own Approving Authority



**Warning:** You must list your direct supervisor unless you do not have a supervisor. Your future registrations may be denied without supervisor information. All registrations are reviewed prior to approval.

First Name

John

Last Name

Smith

Organization Name

Granite State Children's Alliance

Title/Rank

Program Outreach Manger

Email

knowandtellgsca@gmail.com

Phone

+1 603-864-0216

Extension (optional)

9999

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PREVIOUS

NEXT



Click the box stating "I am my own Approving Authority." and then click "NEXT".

# Create Account

Create an account in order to register for NCJTC training.

✓ About You	✓ Organization	✓ Position	✓ Approving Authority	➔ Stay Secure	
-------------	----------------	------------	-----------------------	---------------	--


**Stay Secure**  
Finally, create a strong password for your account.

**Password**


**Confirm Password**

**Security Check**

✓ I'm not a robot

  
reCAPTCHA  
[Privacy](#) - [Terms](#)

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 **Fox Valley**  
TECHNICAL COLLEGE  
*Knowledge That Works*

[PREVIOUS](#) [CREATE ACCOUNT](#)

Create a Password for your account and complete the security check. Then click "CREATE ACCOUNT".

NCJTC

National Criminal Justice Training Center  
of Fox Valley Technical College

TRAINING

RESOURCES

PROGRAMS

ABOUT NCJTC

HI, JOHN

Self-Paced

Child Abuse: The KNOW & TELL Program

Any Time | Online

Hi John Smith, before registering for this class, we need to ask you a few short questions...

GET STARTED >

About 2 minutes to complete

Self-Paced

Details

Learn More

About

Join us to gather important foundational concepts and key takeaways from each course module. Training contains 3 hours of instruction.

HAVE UNIQUE TRAINING NEEDS?

We can develop custom training for you!

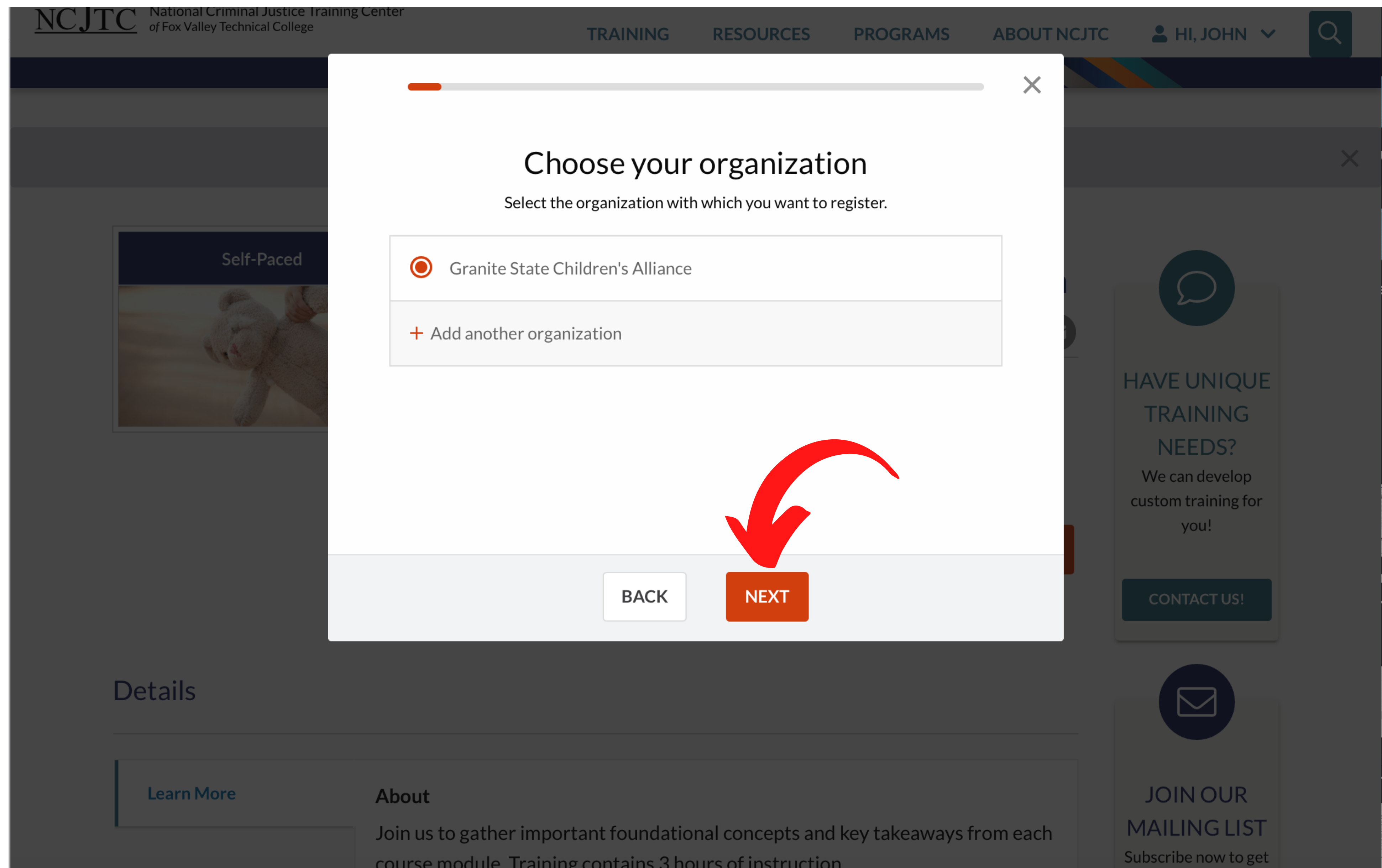
CONTACT US!

JOIN OUR MAILING LIST

Subscribe now to get the latest training

Click "GET STARTED".





Choose your organization and then click "NEXT". If not listed, ADD your organization name as it should appear on reports.

NCJTC

National Criminal Justice Training Center  
of Fox Valley Technical College

TRAINING


RESOURCES

PROGRAMS

ABOUT NCJTC

HI, JOHN

Self-Paced



Details

Learn More

About

A class roster may be generated and distributed to course participants. Under the provisions of the Privacy Act, participants must indicate whether they wish to be included on the roster. I give my permission for my contact information to appear on the shared roster.

☒ Yes

☐ No

BACK

NEXT

HAVE UNIQUE  
TRAINING  
NEEDS?

We can develop  
custom training for  
you!

CONTACT US!

JOIN OUR

Answer the question and then click "NEXT".

NCJTC National Criminal Justice Training Center  
of Fox Valley Technical College

TRAINING RESOURCES PROGRAMS ABOUT NCJTC HI, JOHN

For state reporting purposes, please select your disability status:

☐ Yes, I have a disability

☒ No, I do not have a disability

BACK NEXT

Self-Paced

HAVE UNIQUE TRAINING NEEDS?  
We can develop custom training for you!

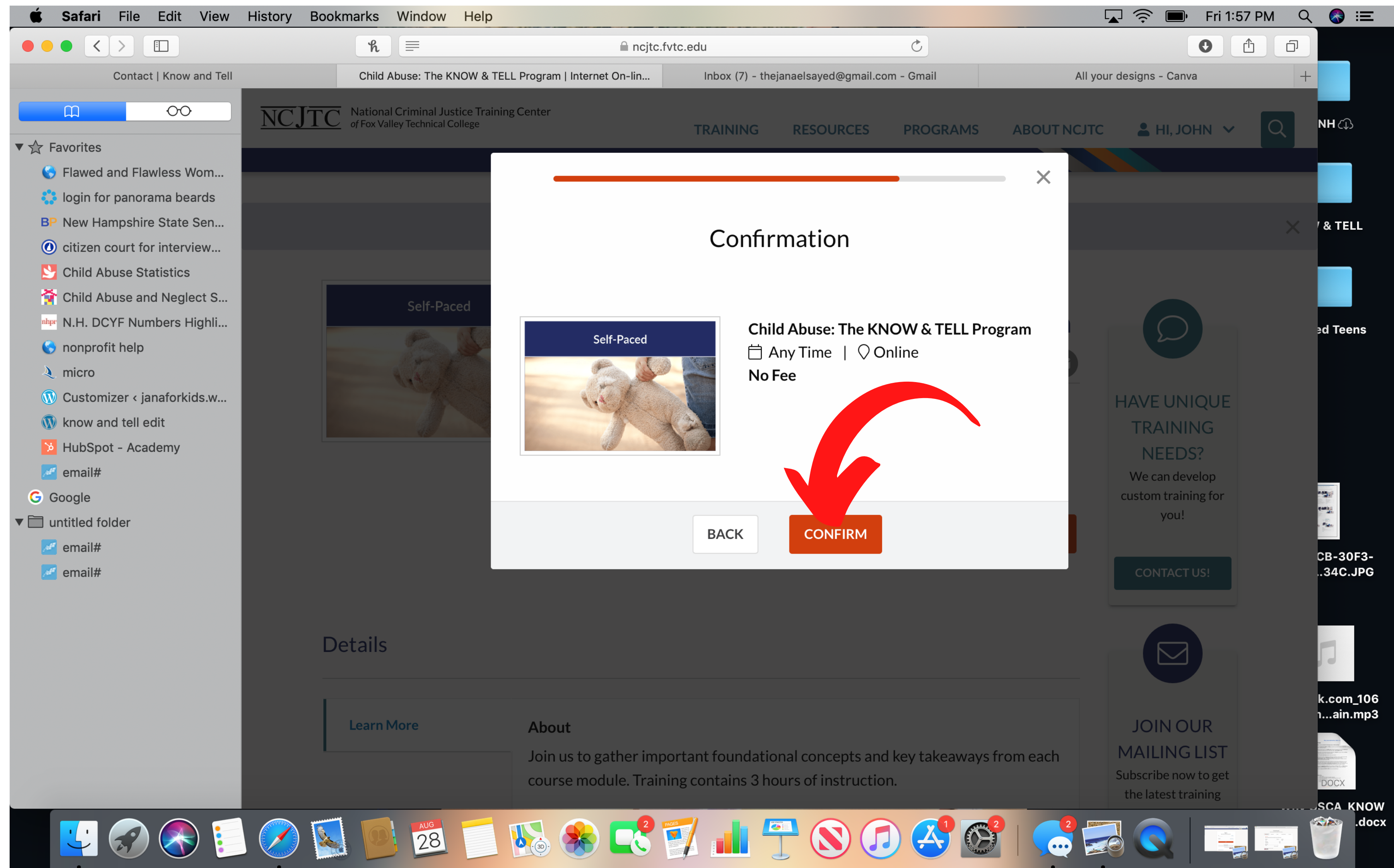
CONTACT US!

Details

Learn More About

JOIN OUR

Answer the question and then click "NEXT".



Click "CONFIRM".





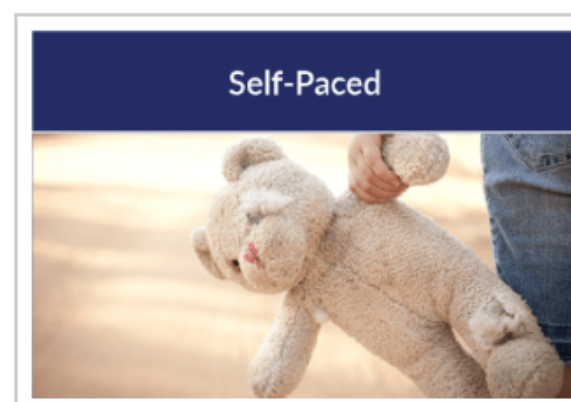
All set, John Smith! You have **successfully registered** for your training.

Please check your email for details on your registration.

#### TRAINING INFORMATION

[PRINT PAGE](#)

#### PAYMENT



### Child Abuse: The KNOW & TELL Program

Any Time | Internet On-line, 100% Online

No Fee



#### CURRENT BALANCE

\$0.00

[MAKE A PAYMENT](#)

There may be a delay of up to 30 minutes before you can access this training in our training system.

#### DETAILS

[> CONTACT INFORMATION](#)

[> MY ORGANIZATION INFORMATION](#)

#### WHAT'S NEXT?

[FIND ANOTHER TRAINING](#)

[ANY QUESTIONS?](#)

You have completed your registration. To access the eCourse click "ACCESS VIRTUAL CLASSROOM." There is no Payment Required.

# How to PRINT your Certificate of Completion at the END of MODULE #3

The screenshot shows a web browser window with the URL `ncjtc.blackboard.com/courses/1/30412/content/_9484797_1/index_lms_html5.html`. The page header includes a hamburger menu, the word "PROTECT", and an "EXIT" link. On the left is a sidebar with the "KNOW & TELL" logo and a list of course items: Interview, Reporting Data, Forensic Interview, Logistics, It's Not Too Late, Melanie Introduction, Melianie's Story, Know & Tell, Knowledge Check, and Certificate (highlighted). The main content area is titled "CONCLUSION" and features a video of a woman. Overlaid on the video is a blue box with the text "Enter you Full Name here" and a right-pointing arrow. A red curved arrow points from the text "Enter you Full Name here" to the blue box. To the right of the video, a blue sidebar contains the text: "You have just completed Module 3 PROTECT Recognizing Your Role in the Child Protection System" and a button labeled "Generate Course Certificate". At the bottom of the video player are controls for volume, play/pause, a progress bar, a refresh icon, and navigation buttons for "PREV" and "NEXT".

Click on the blue rectangle and then begin typing your name.

**NOTE:** The courser will not show blinking to indicate typing.

# How to PRINT your Certificate of Completion at the END of MODULE #3

The screenshot displays the Blackboard course interface for 'PROTECT'. The top navigation bar includes a hamburger menu, the word 'PROTECT', and an 'EXIT' link. The left sidebar features the 'KNOW & TELL' logo and a search bar. Below the search bar, a list of course items is visible: Interview, Reporting Data, Forensic Interview, Logistics, It's Not Too Late, Melanie Introduction, Melianie's Story, Know & Tell, and Knowledge Check. The main content area is titled 'CONCLUSION' and shows a video player with a woman's face. A blue rectangular box with the text 'John Smith' and a right-pointing arrow is overlaid on the video. To the right of the video, a blue panel contains the text 'You have just completed Module 3 PROTECT Recognizing Your Role in the Child Protection System'. Below this text, a black button with the text 'Generate Course Certificate' is highlighted by a red curved arrow.

Once you have entered your name in the blue rectangle click the "**Generate Course Certificate**" and the certificate will generate.

You may then save the certificate as a PDF or or Print the PDF.

To request support with registration or in accessing the eCourse,  
please email:

**Wendy Hartman**  
[hartman@fvtc.edu](mailto:hartman@fvtc.edu)

For content related questions, or further training opportunities,  
contact:

**Stephanie Arroyo**  
*KNOW & TELL Education & Training Specialist*  
[sarroyo@cac-nh.org](mailto:sarroyo@cac-nh.org)  
603-864-0216