

**APPENDIX G. DATA FROM ONLINE/ELECTRONIC TRAINING
PLATFORMS**

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This document includes a list of data elements on trainee records that will be requested from the *National Career Development Association (NCDA): Facilitating Career Development Training* and the *World Education, Inc.: Navigating Pathways Training* databases.

Data element from online training platforms (by trainee)	Description	Frequency requested
Frequency of use of training platform	Number of times trainee used the training platform	Weekly basis (if available)
Frequency of use of training platform: Minutes used	Number of minutes trainee used the training platform	Weekly basis (if available)
Attendance	Indication of attendance at synchronous sessions	Weekly basis (or after each individual session)
Modules (or sections) completed	Indication of completion of training modules or sections for asynchronous sessions	Weekly basis (if available)
Performance on any built-in assessments	Scores for any training assessments	End of training (if available)
Training support	Number of times contacted help desk for support	End of training (if available)
Completion of training	Indicator that trainee completed training	End of training (if available)
Certification	Indicator that trainee received a certification as a result of training	End of training (if available)