



Suggested rules and guidelines for the NCRF CART Captioning Training Grant

The rules:

- Each Grantee is unique as is their training.
- A “stewardship team” will be assigned to the Grantee for the duration of the training. The members of the stewardship team will serve as trainers and mentors for the duration of the Grant.
- The \$1500 is intended to help towards income not earned while the Grantee is doing homework, practicing, and learning about CART.
- Any NCRA CART videos and CART modules viewed under this Grantee will not be eligible for NCRA CEUs.
- Strive to begin the process within two months of the close of the annual NCRA Conference & Expo and complete it in a three-month time span, as possible. It is suggested that a set time to meet each week is established.
- The Grant recipient receives the Grant money and NCRF Certificate of Completion once the training is finished.

Milestone goals and checks:

Month one:

- Introductory Zoom meeting or simple email introduction of the team to discuss goals, explain the assessment, and what to expect. Anticipated time: 1 hour
- The Grantee will be set up in StreamText or 1CapApp.
- An assessment will be done via Zoom with the Grantee realltimeing a few five-minute segments from various industries. This is to assess realtime skills, CAT software settings, and comfort level in front of viewers.
- These few five-minute video takes will be recorded for assessment purposes.
- Prep materials ahead of time, such as speaker names and a few words, or a link to do personal research. Anticipated time: 2 hours
- Assessment critique by stewardship team member and feedback given to Grantee via email or Zoom meeting. Anticipated time: 2 hours or as needed by the assessors.

Month two:

- Grantee will view any suggested NCRA videos/modules and review the NCRA Captioning Guidelines.
Anticipated time: 1-3 hours
- Hands-on training in the various platforms: Zoom, WebEx, Teams.
Anticipated time: 1-2 hour
- Training by CART professionals on: Finesse of CART, conferences, sports, pulling and using prep, CART decorum, files
Anticipated time: 2 hours

Month three:

- Shadow jobs with CART captioners in various industries. Start by simply listening, ease into CARTing and connecting to StreamText or 1CapApp.
Anticipated time: 3-4 hours
- Redo the initial assessment, receive immediate feedback and final questions.
Anticipated time: 1 hour
- NCRF will be informed of successful Grant completion.