

# User's Guide for IPC Online Video Training (OVT) Programs v.3

Thank you for your purchase of this Online Video Training program. OVT products are designed to provide you with the necessary resources to implement your own computer-based learning and testing capability.

## Latest Documentation

For the latest version of this User's Guide as well as other testing and training / certification support materials (including automated testing programs), please see our [OVT Index page](#).

## Guide to Use

The OVT product consists of two components, a **video** training program for computer playback, and an **exam** with **certificate** of completion from our [Training Certification](#) program.

This exam is available in Adobe **PDF** format for print out (see "Download Test Materials..." below), or for cut-and-paste to create your own printed test. IPC exams are also licensed for use within your own online testing program or LMS (Learning Mgmt. System). You may edit, delete, or otherwise incorporate additional questions specific to your company into any IPC exam and still use the IPC certificate of completion.

There are also optional **automated-testing** programs with certificate generation for use on your PC, network or intranet. (See "Online & Computer-Based Testing Programs" below.)

**Minimum passing grade** for award of an IPC "Training Certification" certificate is 70% correct. This percentage may also be increased, but not lowered, per your own company policy.

Videos are intended to be an "open-book" resource during the testing process, and may be accessible by the student for finding the correct answer to any particular question.

### **Download Test Materials & Certificates**

Support materials for this program may be found through our [OVT Documents page](#) (by part #). Certificates are reusable and are for unlimited students, with no expiration date.

### **Online & Computer-Based Testing Programs**

Find a [computer-based testing program](#) for any OVT. Available as instant online, or for download and use on your own PC or learning network. Both versions offer automated score capability and certificate generation.

### **Movie Files**

Every OVT comes in two digital movie formats suitable for computer playback –

**MPG** (MPEG1) - Intended for use on networks. Larger screen and file sizes than the WMV option, below. Screen size is **640 x 480**.

**WMV** (Window's Media Video) - Intended for use on your intranet, or whenever bandwidth is a consideration. File size is significantly smaller than the MPEG option, with half the screen size at **320 x 240**.

There are **no system requirements or installation procedures** for these video files. Only a multimedia playback capability is required on each computer. The video may be played directly from the host computer (after buffering) or downloaded and played from local hard drives for local playback.

### **Licensing Information**

There are no copy restrictions on movie files. Users may make as many copies of individual movies as required. Distribution of these files is restricted by the license type of your video (Site or Global). The license type is printed on the face label of the original product disc, and is also part of the video presentation (appearing immediately after the IPC logo).

See our [Permissible Uses page](#) for the latest description of Online Video Training Site and Global licensing restrictions.

### **Technical Support**

Please email us: [techsupport@ipcvideo.org](mailto:techsupport@ipcvideo.org)  
Or call: +1 575-758-7937.