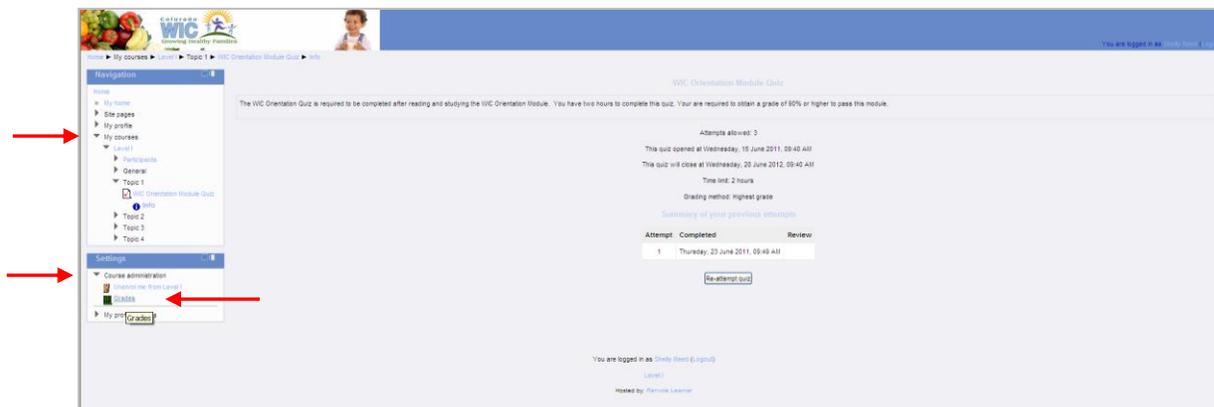


PROCEDURE FOR ACCESSING LEVEL I COLORADO WIC CERTIFICATION PROGRAM

I. How do I take the test online?

1. Log into the online testing system, www.cowiconline.org and select “Home” on the top left corner of the page. This will take you to your course selection option to get started.
2. Select the Level I Module followed by the “Enrol me” button. A list of the available tests will appear on the following window. You must pass all module tests to complete the level. **You are required to obtain a grade of 90% or higher to pass a module.**
3. Select the test and begin the exam by clicking “Attempt quiz now” on the following page. You have 3 attempts to complete the test.
4. Once you have taken the test, you will be able to review your score by selecting:
 - “My Courses” on the left side of the page under the blue “Navigation” bar



- A list of your enrolled courses will appear. Select the course you wish to review.
- A “Course Administration” tab will appear under the blue “Settings” bar.
- Select the subcategory “Grades”. This will bring up your grade book.
- Print this page and provide to your supervisor/trainer.



Note: If you did not pass, you have the option of taking the test again until you reach your maximum allowable attempts.

II. How do I get credit for completing the “Observation Checklist” and “Participant Record Review”?

The “Observation Checklist” and “Participant Record Review” are competencies to be completed in the clinic and not online. However, they still need to be recorded through the online testing system in order for you to get full credit for the entire course.

1. Return to the list of tests under the main Level I Modules course page
2. Select “Observation Checklist” listed under the “Nutrition Risk Factor” Quiz
3. A questionnaire will appear on the screen. Select “Yes” if you completed the checklist and enter your score. Select “Submit questionnaire” to complete.
4. Repeat steps for “Participant Record Review”



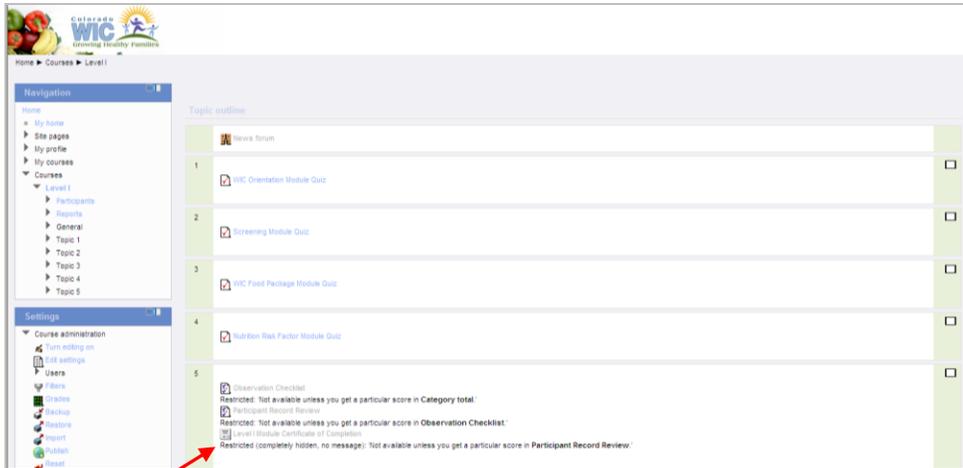
The screenshot shows a web interface for the 'Observation Checklist'. On the left is a navigation menu with options like 'Home', 'My home', 'Site pages', 'My profile', 'My courses', and 'Courses' (expanded to show 'Level I', 'Participants', 'Reports', 'General', and 'Topic 1-5'). The main content area has a breadcrumb trail: 'Home > Courses > Level I > Topic 3 > Observation Checklist'. Below the breadcrumb are buttons for 'View', 'Advanced settings', 'Questions', and 'Preview'. The form itself contains two questions:

- Question 1: 'Have you completed the Observation Checklist?' with radio buttons for 'Yes' and 'No'.
- Question 2: 'Please input your score from your Observation Checklist?' with a text input field.

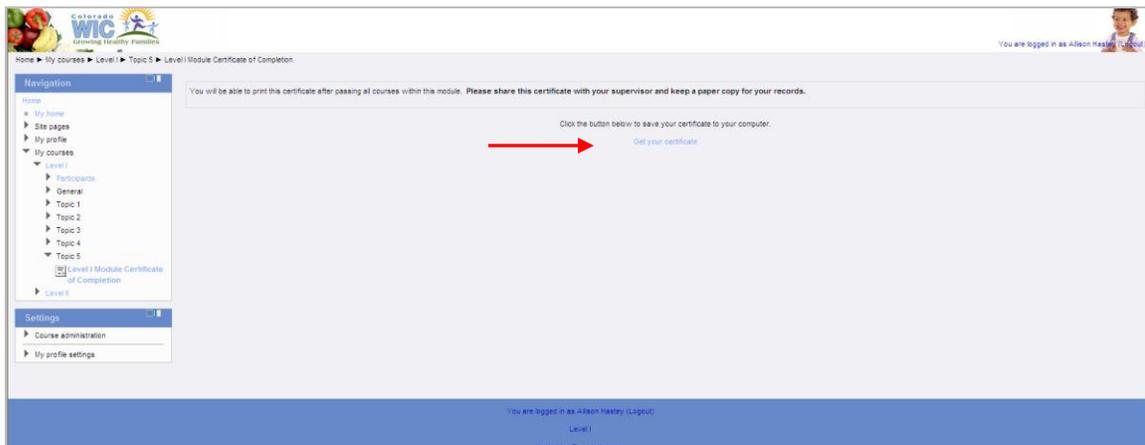
 At the bottom right of the form are 'Save' and 'Submit questionnaire' buttons. A red arrow points to the 'Submit questionnaire' button.

III. How do I print a certificate of completion?

1. Once you have passed all tests, you will be able to print a certificate of completion. You can access your certificate by selecting:
 - “My Courses” on the left side of the page under the blue “Navigation” bar
 - A list of your enrolled courses will appear. Select Level I Module.
 - At the bottom of the list of test, you should see “Level I Module Certificate of Completion”.



- Click on “Level I Module Certificate of Completion”. (Note: if you are unable to access/see this listing, you did not receive an overall passing score on the course)
- You will be taken to a page that allows you to download a certificate in a PDF format. **Right click** on “Get your certificate” and select “Open in new window”. You will be prompted to open the PDF document.



Please share this certificate with your supervisor and keep a paper copy for your records. The State Office will no longer be mailing certificates to local agency staff. The certificate generated from the online testing system will serve this purpose.

If you are having trouble accessing a module test, please contact brigitte.boyd@state.co.us.