

PROCEDURE FOR ACCESSING LEVEL II 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 II 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 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 II Module.
 - At the bottom of the list of tests, you should see “Level II Module Certificate of Completion”.
 - Click on “Level II 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)
2. 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.