Take a training: sections, quizzes and finishing

How a course works from start to certificate, including saving your progress.

For: Administrators, Managers, Employees · Updated November 23, 2026 ·
https://hipaacertify.com/index.php/support/article/take-a-training

Start

1. On your dashboard, click the button on the course.
2. The course page lists every section, the estimated time, and the score you need on each quiz (usually **80% to pass each quiz**).
3. Click **Start Training**, or **Continue Training** if you've already begun.

Work through the sections

- Sections open **in order**. Each section unlocks when you pass the one before it. A locked section shows **Locked**.
- Read the section, then answer the **Section Quiz** at the bottom and click **Submit Answers**.
- Reach the course's passing score (usually **80% or higher**) to complete the section. Then click **Continue to Next Section**.
- Some sections have no quiz. Click **Complete & Continue**.

See Quizzes: passing score and retakes.

Stopping and coming back

Your progress saves **each time you pass a section**. You can sign out and come back any time. The course page highlights the section you're on (**Current**).

> **WARNING**
>
> Quiz answers aren't saved until you click **Submit Answers**. If you leave a section half-answered, you'll answer that quiz again.

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Finishing

When you pass the last section, you'll see **Congratulations!** with your **Certificate Number**, **Completed On** and **Valid Until** dates. Click **View Certificate** to see and print it. See View, print or save your certificate.

You can open completed sections again with **Review** any time before you finish.

Need more help? Visit https://hipaacertify.com/index.php/support or contact us at https://hipaacertify.com/index.php/contact.

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