

Take a training: sections, quizzes and finishing

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

For: Administrators, Managers, Employees · Updated October 27, 2026 · <https://hipaacertify.com/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 **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](#).
- Pass with **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.

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/support> or contact us at <https://hipaacertify.com/contact>.