How to Access and Complete a Final Test

Training and Courses · https://www.pshsa.ca/help-centre/how-to-access-and-complete-a-final-test/

Overview

This guide explains how to access and complete a final test for a virtual instructor-led course using the PSHSA Portal.

Before You Begin

- Ensure you have accessed the training session through the PSHSA Portal.
- Your course must include a final test component. Examples include JHSC Part 1, JHSC Refresher, and Train the Fit Tester courses.
- Your facilitator must mark you as passed and instruct you to complete the final test before it becomes available.

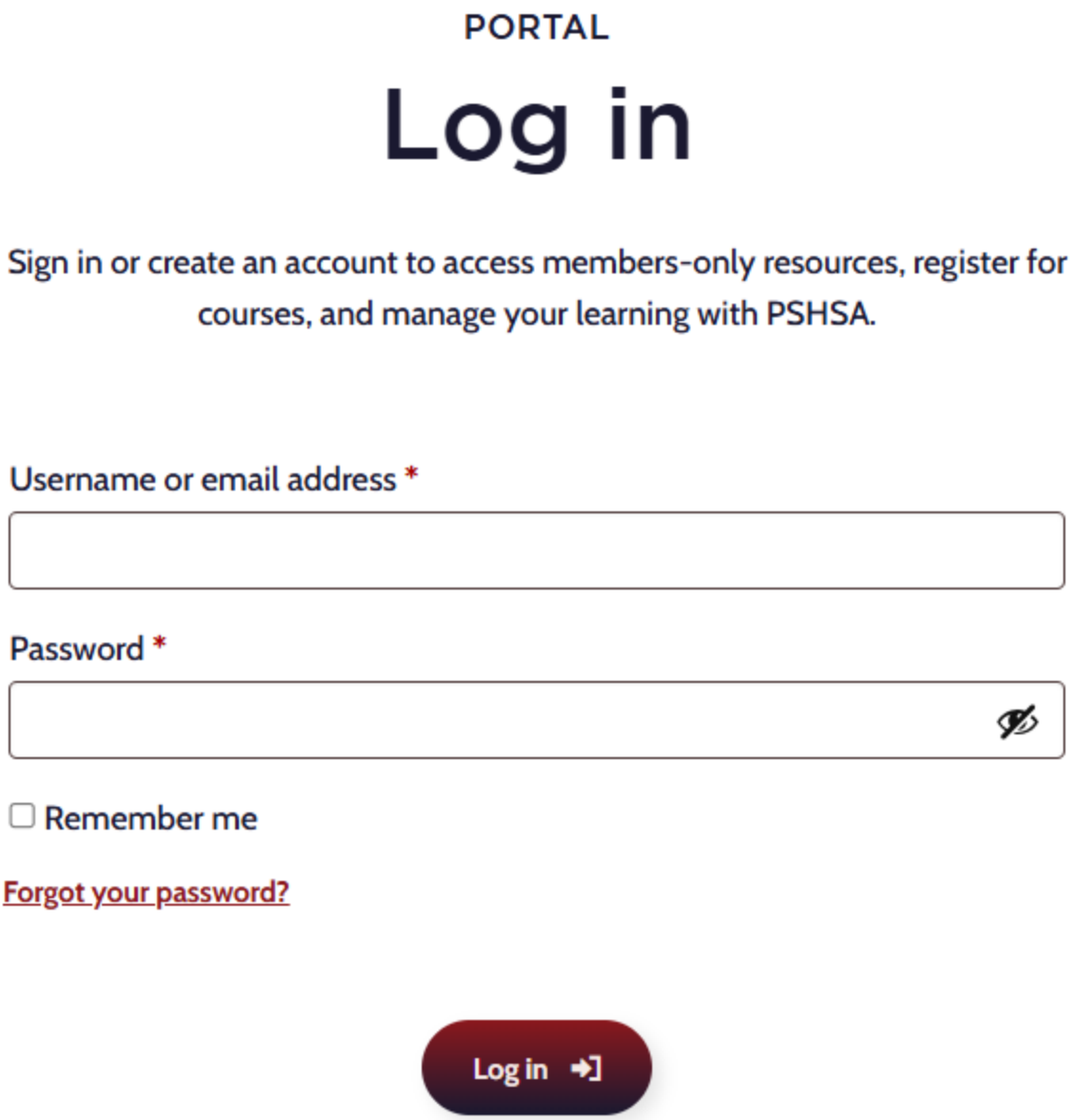
Video Walkthrough

Prefer a visual walkthrough? Watch the video below for a step-by-step demonstration of how to access and complete your final test.

Embedded media: https://www.pshsa.ca/wp-content/uploads/2026/05/How-to-Access-and-Complete-a-Final-Test-1.mp4?_=1

Steps

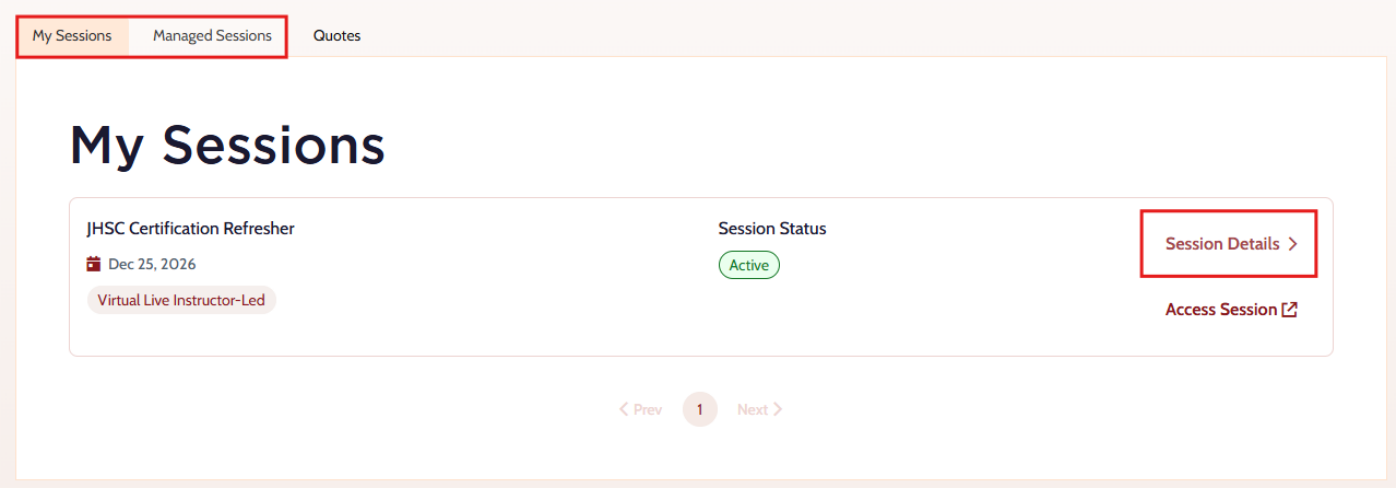
1. Go to pshsa.ca/portal.
2. Log in using your email address and password.



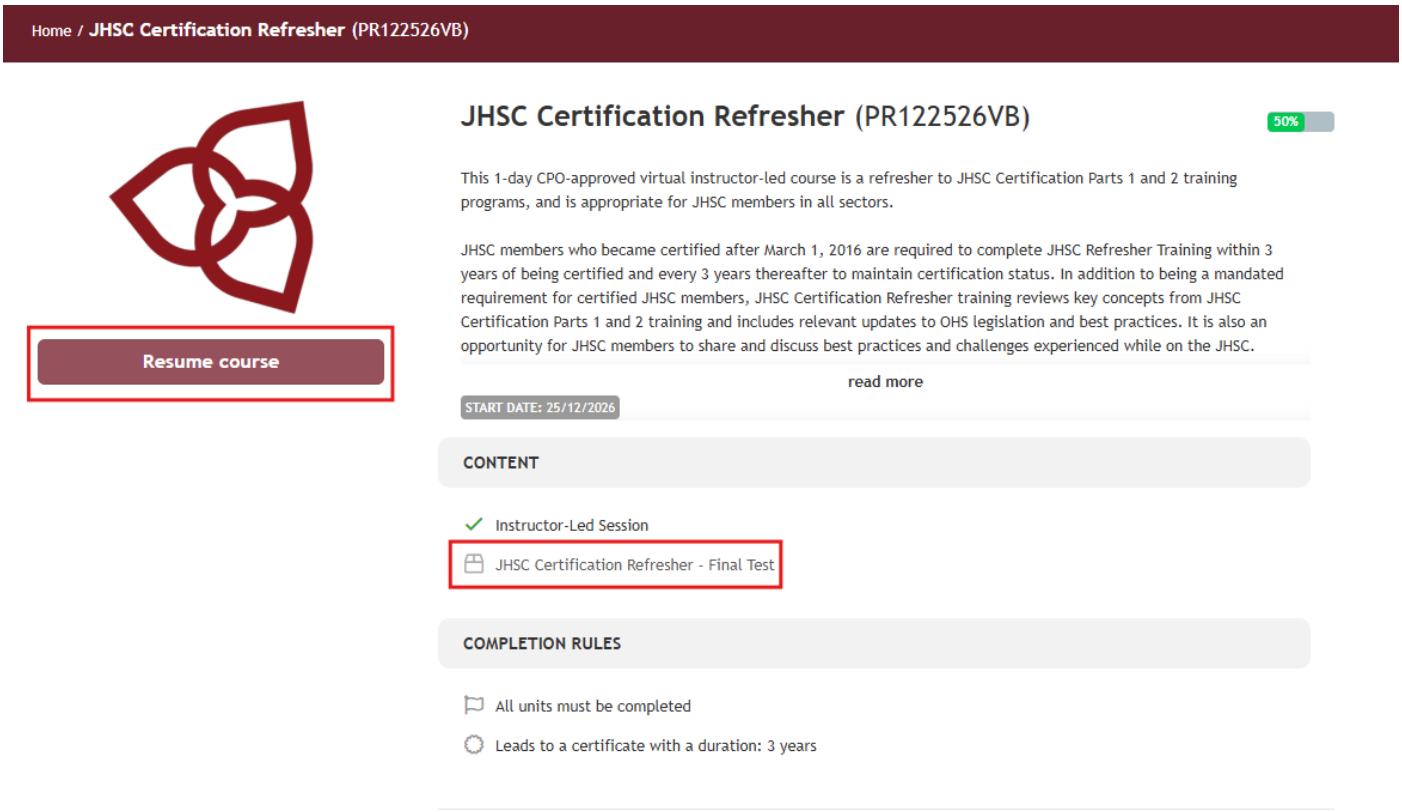
- **My Sessions** — if you are accessing training assigned directly to you.
- **Managed Sessions** — if you booked the training or are managing the session for others.

Select the appropriate tab:

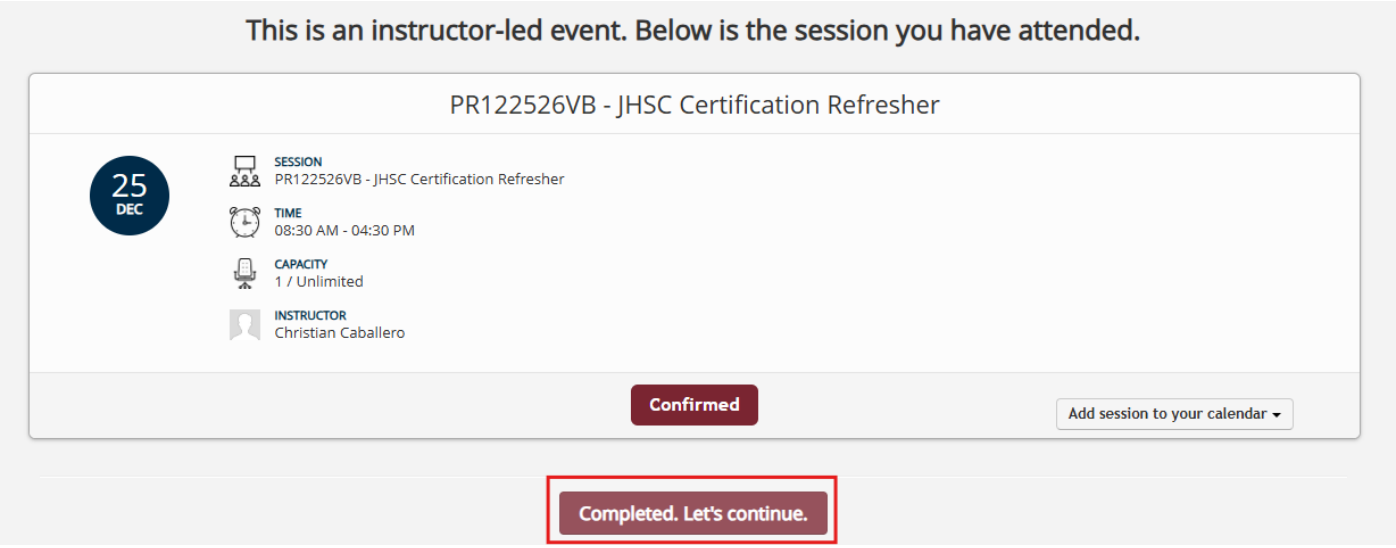
3. Locate the training session and select **Access Session**. The training platform will open in a new tab.



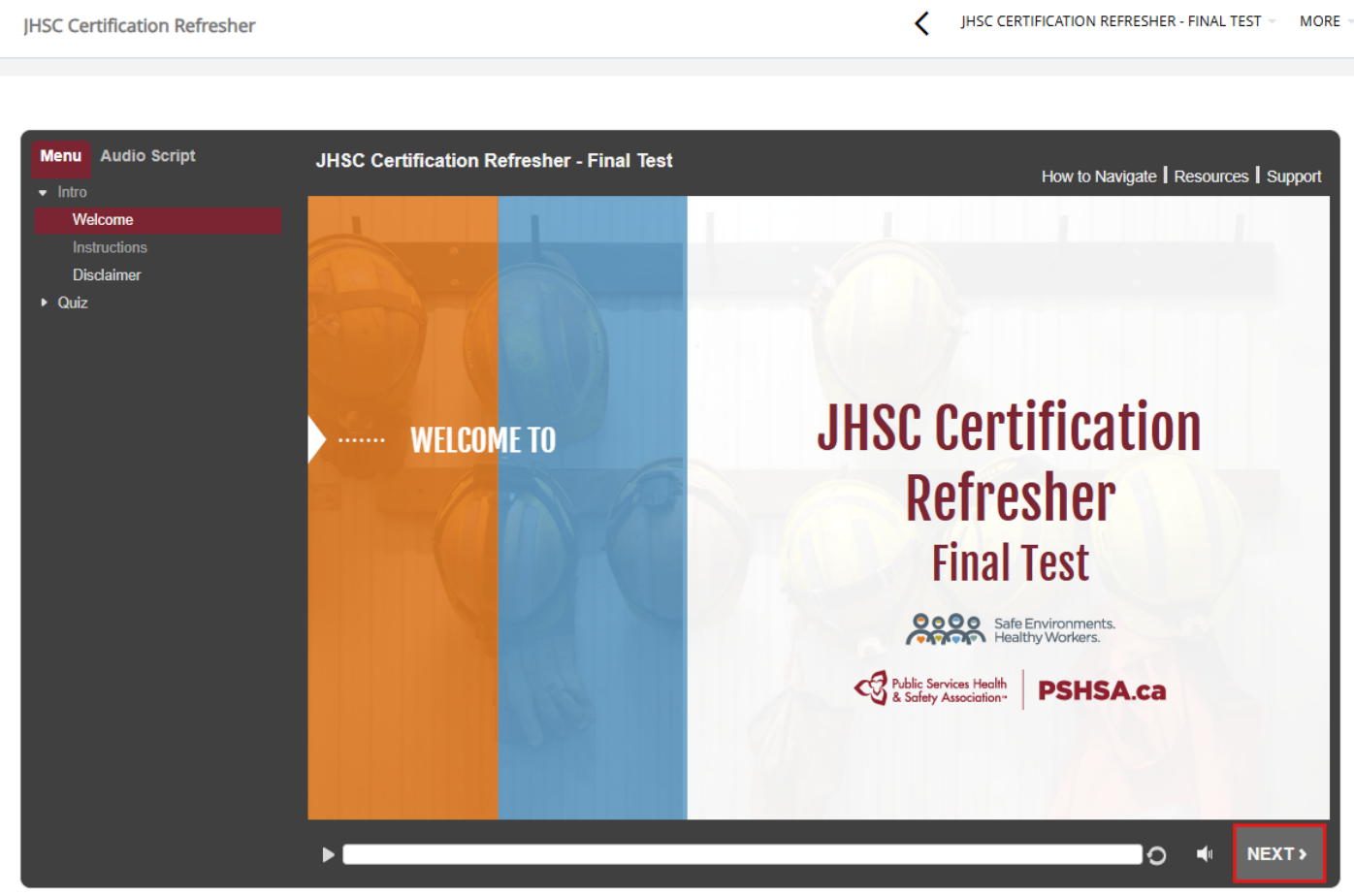
4. Select **Resume Course** or select the **Final Test** from the course content menu.



5. If you see a confirmation screen for the session you just attended, select **Completed, Let's Continue**.



6. Select **Next** to begin the final test.



Troubleshooting

- **The Final Test is not clickable**

  Confirm with your facilitator that you have been marked as passed. Also note that not all courses include a final test component.

Need Help?

If you need assistance accessing or completing your final test, contact the Client Experience Team:

- Email: clientexperience@pshsa.ca
- Click the Live Chat button at the bottom right corner of the page.