

# Accessing AHS Online Booklet and Test Courses

These instructions apply to the following courses:

- Alberta Food Safety Basics – Booklet and Test
- Alberta Food Safety Basics for Special Events
- Alberta Food Safety Basics for Farmers' Markets
- Alberta Food Safety for Meat Processors
- Child Care Health and Safety

**Step #1:** Go to [www.ahs.ca/ephed](http://www.ahs.ca/ephed) and click *Online Courses*.



The screenshot shows the 'Environmental Public Health' website. On the left is a navigation menu with 'Take a Course' selected. On the right, a green banner says 'Take a Course'. Below it are links for 'In-Person Courses', 'Online Courses' (highlighted with a red box and a mouse cursor), 'Home Study Courses', and 'For Schools'. Under 'In-Person Courses', there is a section for 'Food Safety Alberta Certification' with a list of bullet points: '1 Day or 2 Day options', 'Meets Alberta's Food Regulation training requirements', 'More information:' (with sub-links for 'Food Safety Training Requirements', 'Food Safety Course Certificates Approved in Alberta', and 'Non-English Food Safety Resources'), and 'Register & Pay'.

**Step #2:** Choose the course you wish to take.

- [Alberta Food Safety Basics Interactive Course \(instructions\)](#)
- [Alberta Food Safety Basics Booklet and Test](#)
- [Alberta Food Safety Basics for Special Events](#)
- [Alberta Food Safety Basics for Farmers' Markets](#)
- [Alberta Food Safety for Meat Processors](#)
- [Bodies of Deceased Persons Public Health & Safety Course \(instructions\)](#)
- [Child Care Health and Safety](#)

Links in picture above don't work.

\* See steps below & requirements.

## Accessing AHS Online Booklet and Test Courses | 2

### Important: Browser Requirements:

- Use Google Chrome and a windows-based computer for the best user experience.
- The newest versions of Edge, Safari, Chrome and Firefox (desktop version only) are supported. Internet Explorer is not supported.
- Apple devices and mobile devices may be used but can cause problems when completing the course.

### Note:

- These online courses DO NOT meet Alberta's Food Regulation food sanitation and hygiene certification requirements.
- Tests must be accessed online. Tests sent by email, fax or mail will not be accepted.
- Every student must create an account to access the test. Students will be able to print their certificate right after passing the test.

### For more information, please contact your nearest Environmental Public Health office.

Edmonton Main Office  
Calgary Main Office  
Lethbridge Main Office

780-735-1800 Grande Prairie Main Office  
403-943-2288 Red Deer Main Office  
403-388-6689 www.ahs.ca/eph

780-513-7517  
403-356-6366

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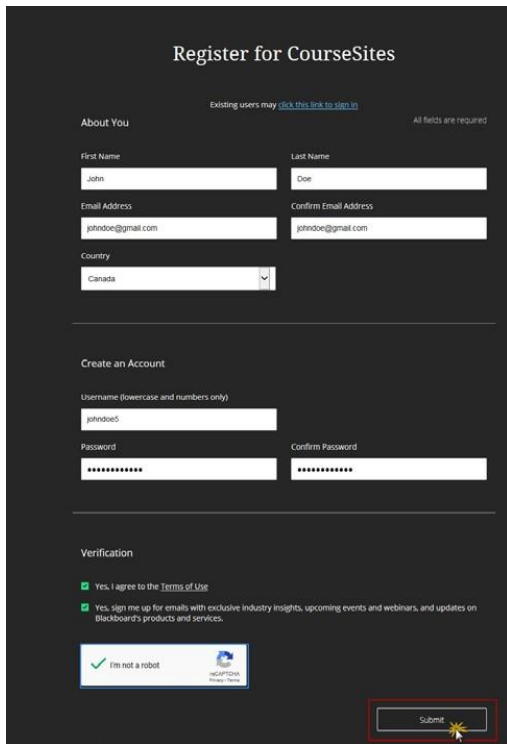
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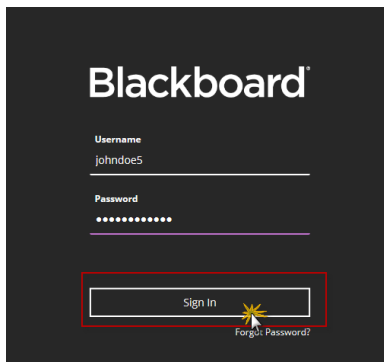
Step #3: Register for CourseSites and click *Submit*.



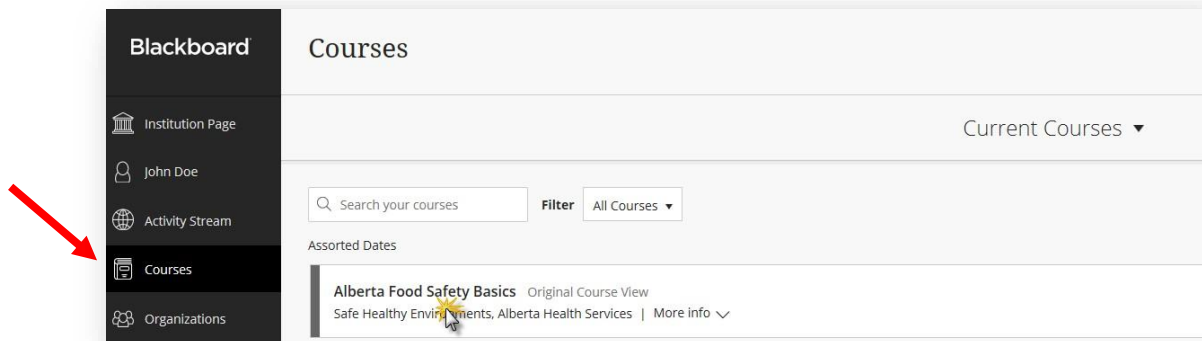
Password must consist of 10 characters and have:

- 1 Special Character
- 1 Uppercase letter
- 1 lowercase letter
- 1 Number

Step #4: Sign in using your new Username and Password





Step #5: Click on course title you wish to take. You may also land directly in the course.



Step #6: Click on the Attached Files: Course Booklet, such as *Alberta Food Safety Basics.pdf*. Download and read booklet.


Alberta Food Safety Basics Booklet and Test


 **Alberta Food Safety Basics Booklet**

Attached Files:  [Alberta Food Safety Basics.pdf](#) (1.327 MB)


1. View the course booklet (in attachment above)
2. Complete the test below
3. If you receive 80% on test, click View/Print Certificate (top left-hand side of page)
4. Print or save certificate as pdf immediately

Step #7: Click on course test, such as *Alberta Food Safety Basics Test*.

 **Alberta Food Safety Basics Booklet**

Attached Files:  [Alberta Food Safety Basics.pdf](#) (1.327 MB)

1. View the course booklet (in attachment above)
2. Complete the test below
3. If you receive 80% on test, click View/Print Certificate (top left-hand side of page)
4. Print or save certificate as pdf immediately

 **Alberta Food Safety Basics Test**

This test can be taken after reading the Alberta Food Safety Basics booklet.

- the test is 25 questions
- you have 45 minutes to complete the test
- you must get 80% to pass the test and then view and print your certificate immediately

## Step 8: Click *Begin*.

Begin: Alberta Food Safety Basics Test

**INSTRUCTIONS**

Timed Test This test has a time limit of 45 minutes.

Timer Setting This test will save and submit automatically when the time expires.

Force Completion Once started, this test must be completed in one sitting. Do not leave the test before clicking **Save and Submit**.

Multiple Attempts This test allows multiple attempts.

Click **Begin** to start: Alberta Food Safety Basics Test. Click **Cancel** to go back. You will be previewing this assessment and your results will not be recorded.

*Click Begin to start. Click Cancel to quit.*

Cancel **Begin**

## Step 9: Answer each question and then click Save and Submit.

**Test Information**

Description This test can be taken after reading the Alberta Food Safety Basics booklet.

- the test is 25 questions
- you have 45 minutes to complete the test
- you must get 80% to pass the test and then view and print your certificate immediately

Instructions

Timed Test This test has a time limit of 45 minutes. This test will save and submit automatically when the time expires. Warnings appear when **half the time, 5 minutes, 1 minute, and 30 seconds** remain. *(The timer does not appear when previewing this test)*

Multiple Attempts This test allows multiple attempts.

Force Completion Once started, this test must be completed in one sitting. Do not leave the test before clicking **Save and Submit**.

Question Completion Status:

**QUESTION 1** 4 points Save Answer

Accepting all food deliveries even if food is past the best before date is a good food safety practice.

True

False

**QUESTION 2** 4 points Save Answer

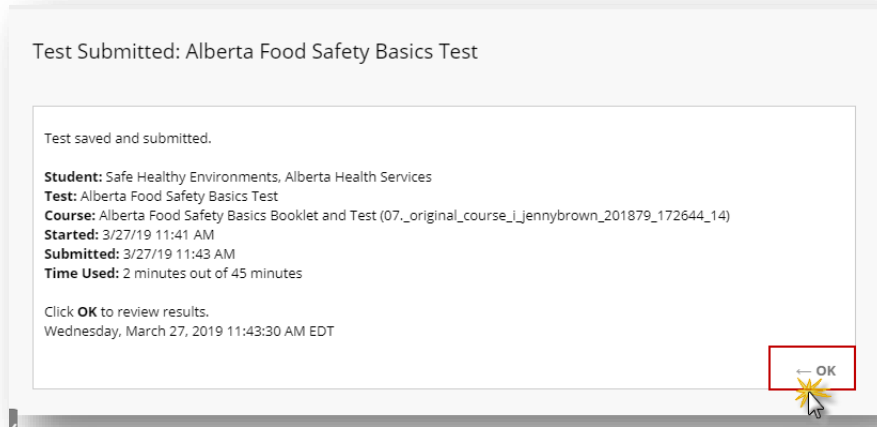
What are some common ways that pathogens are spread?

*Click Save and Submit to save and submit. Click Save All Answers to save all answers.*

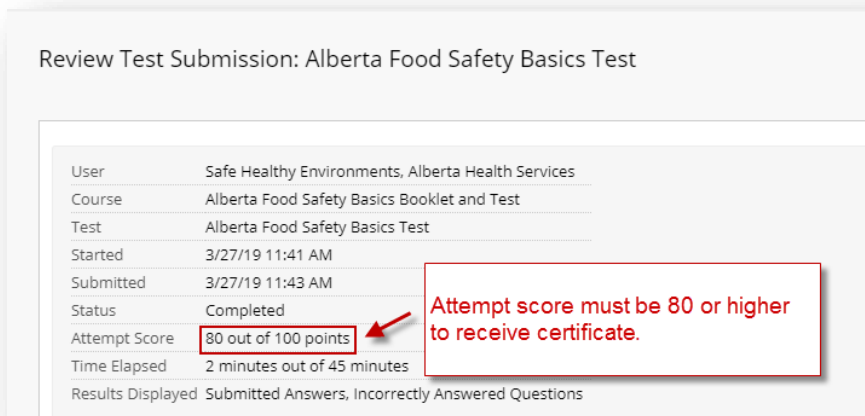
Save All Answers **Save and Submit**

ment/take/launch.jsp?course\_assessment\_id= 805...

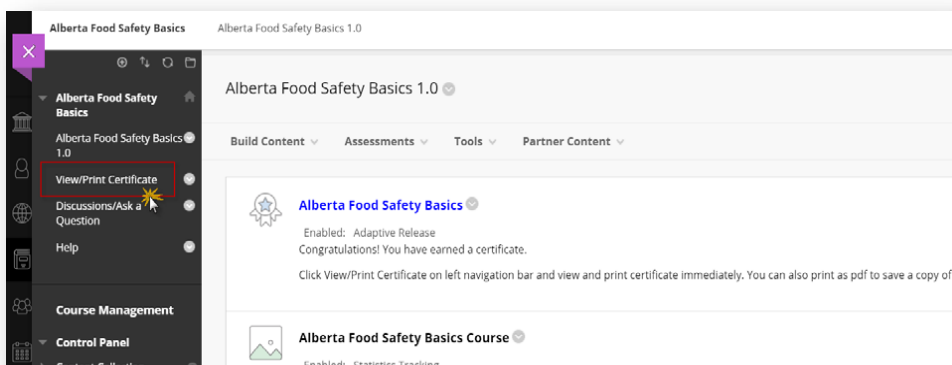
## Step 10: Click OK.



## Step 11: Review test score. Attempt Score must be 80 or higher to receive certificate.



## Step 12: If 80 or higher is achieved, badge appears and you can view and print your certificate. Click View/Print Certificate on top left navigation bar



Step 13: Click the printer icon.



Step 14: Click *Print Certificate* to print certificate to a printer or print as pdf (saves certificate as a pdf on your computer). Make sure you do this right away. Alternatively, take a picture or screenshot of the certificate.



For assistance contact:

- 1-855-247-3433
- [epheducation@ash.ca](mailto:epheducation@ash.ca) or [edm.epheducation@ahs.ca](mailto:edm.epheducation@ahs.ca)

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