



## COURSE COMPLETION CRITERIA

Courses that are **30 minutes or longer**, and **contain a course test** count towards training hours. You will see the Course Hours listed right under the course titles. You will see a Course Test in the Course Menu. You will still receive a completion certificate for courses that are less than 1 hour, however you will not receive training hours for those courses.

**NOTE: IT Virtual Labs, Bootcamps and Live courses do not count towards completion certificates or hours.**

Course Completion Criteria – please review prior to selecting your courses. Completions and accounts will be flagged if not completed in accordance with this criteria.

- All screens and videos must be viewed in their entirety regardless of what device you use to complete the courses.
- Users are expected to complete one course at a time . Running several courses at one time, including on several devices, will result in the account being flagged.
- You must achieve a score of 70% or higher to pass the test. You can take the test as many times as you need to pass.
- When you complete courses in Army e-Learning they are automatically annotated on your ATRRS transcript within 48-72 hours of completing the course and you receive a completion certificate within 48-72 hours as well. You can check to make sure they are annotated on your ATRRS transcript by going to: <https://www.atrrs.army.mil/selfdevctr/> and click on the View Your Unofficial ATRRS Transcript link on the left.
- To access the courses in Army e-Learning you will need to register for the program at: <https://www.atrrs.army.mil/selfdevctr/eLearningWelcome.aspx> . Once registered you will receive a username and password in your e-mail. You can then go to the login page at <https://usarmy.percipio.com> to log in to take the courses. You do not need to register for the courses separately, you can simply launch whatever course you'd like to take.

Questions can be directed to Skillsoft Support at [support.skillsoft.com/armyhelp](https://support.skillsoft.com/armyhelp):