

# How to Access the February 2025 Virtual Basic Accredited Representative Training End of Conference Test

- Step 1.** Visit <https://vfw.psycharmor.org>
- Step 2.** Log in and select the Course Library located in the My Training menu
- Step 3.** Find the February 2025 Virtual Basic Accredited Service Officer Training Conference End of Conference Test course and select it
- Step 4.** Click on the February 2025 Virtual Basic Accredited Service Officer Training End of Conference Test Lesson, then watch the short video for instructions on how to take the test
- Step 5.** Click “Mark Complete” on the bottom of your screen directly below the video. This will take you to the test.

## Key Reminders:

The End of Conference Test will be available on the VFW Online Learning Portal beginning at 4:00PM Eastern on Friday February 7, 2025 and will be available until 11:59PM Eastern on Friday February 13, 2025.

**All tests, knowledge checks, and appeals assignments must be completed by 11:59PM Eastern on Friday February 13, 2025.**

If you do not complete all of your coursework in the allotted timeframe, your supervisor and/or Department will be notified.

You will have three (3) hours to complete the test. The timer will automatically start once you enter the test. You cannot pause the timer. If you leave the testing environment before the 3 hours is up you can return to the test, but once the timer expires your test will be automatically graded.

Once you click “Finish Quiz” after the last question your test will be submitted for grading. Any subsequent attempts will **NOT** be graded.

**PLEASE NOTE:** The score you receive immediately upon completion of the test is **NOT** your final test score. You will receive your final score once all daily knowledge checks, the appeals assignment, and final test are completed. Your final score will be updated in your dashboard along with your graded appeals assignment within three (3) business days of completion.

You will also receive an answer key once you complete the test. Please do not share the answer key with anyone.

If you have any questions about the test or experience any issues, please contact Keith Garrison at [kgarrison@vfw.org](mailto:kgarrison@vfw.org) or 202-608-8370.

