

Guide to Access and Complete the Bulk Milk Hauler/Sampler Permit Exam

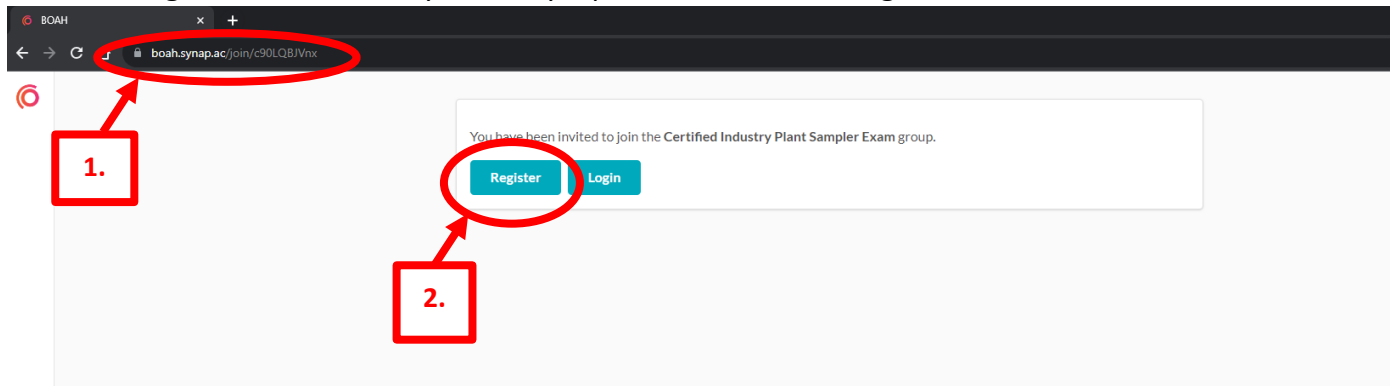
BOAH uses an online training and testing system called **Synap**. This document will guide you through registering and taking the exam.

Important Notes About the Exam:

- You will have **1 hour to take the exam**; be prepared to complete the entire exam **in one sitting** after clicking the start button.
- Once a test has been opened, if you close the test it will result in a failure and count as an attempt.
- You are allowed two opportunities to pass the exam.
- You must achieve 70% or higher to pass the exam.
- If you have questions or need assistance, contact Trish Price at tprice@boah.in.gov or 317-544-2391.

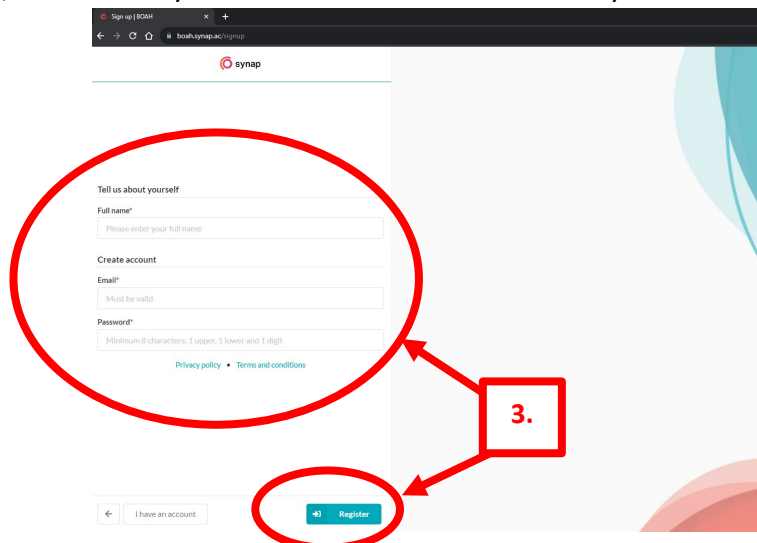
Getting Started

1. Go to: <https://boah.synap.ac/join/zngEM6IF12>
2. Click on: **Register** the first time you use Synap. After that, select **Login**.

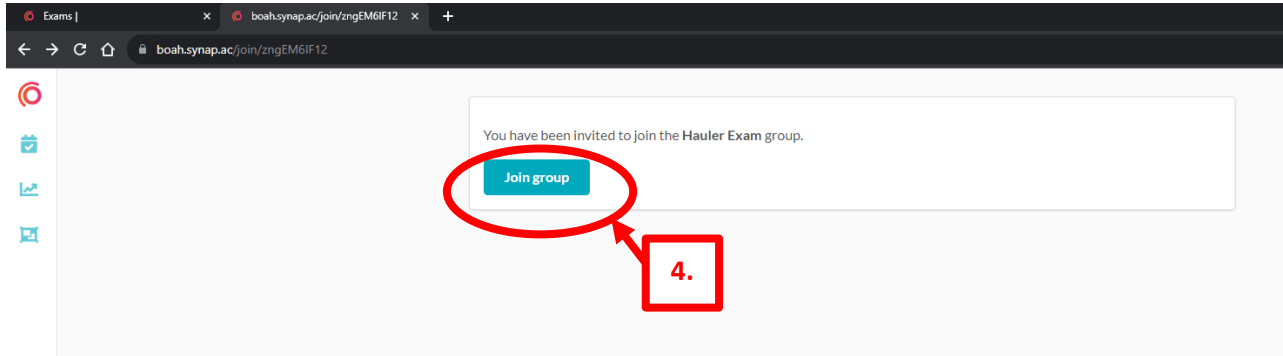


3. **Complete the fields** and click **Register**.

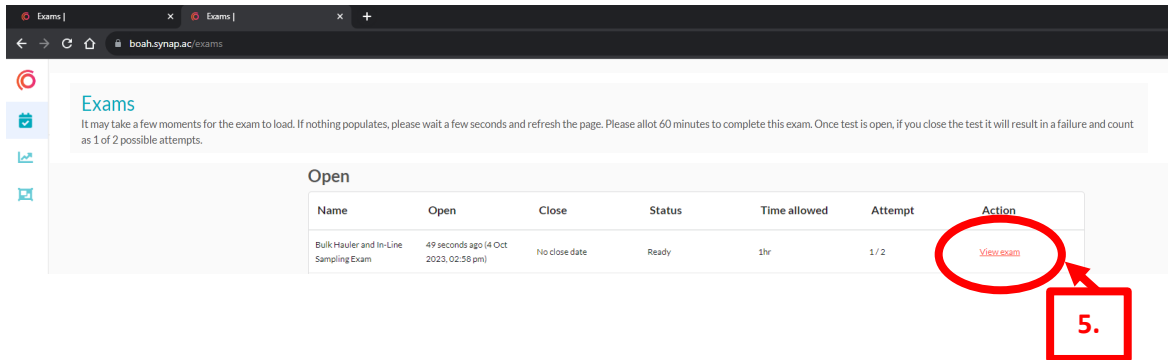
You will **receive an email** with your username and a link to access the test at a later time, if you choose. Otherwise, it will allow you to access the test immediately.



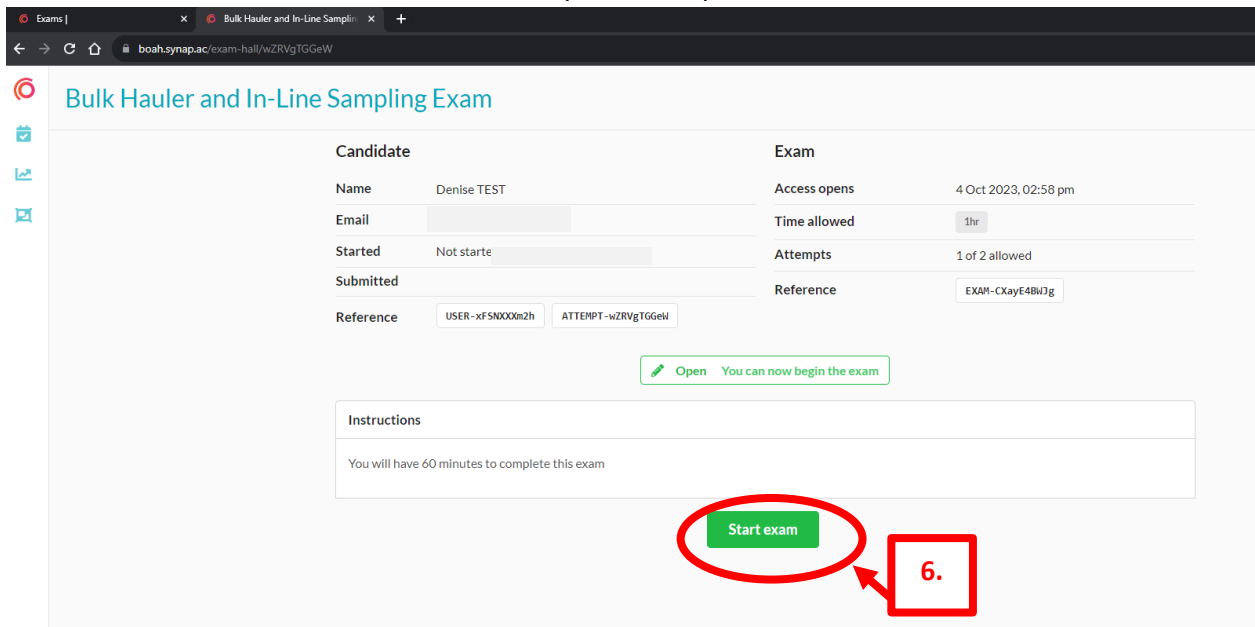
4. Select **Join group**:



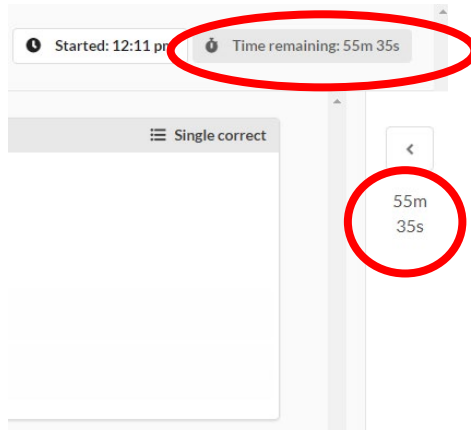
5. Select **View exam** to begin the test.



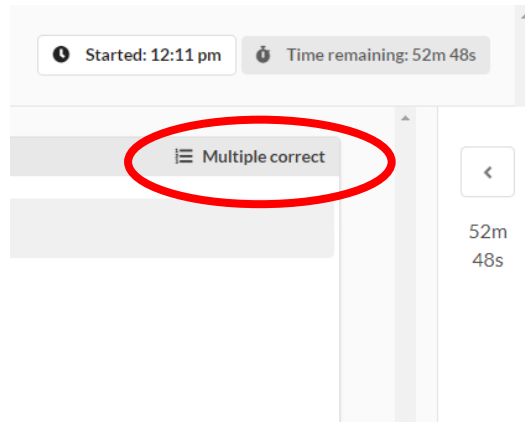
6. Click: **Start exam**. You will have two attempts to complete the exam.



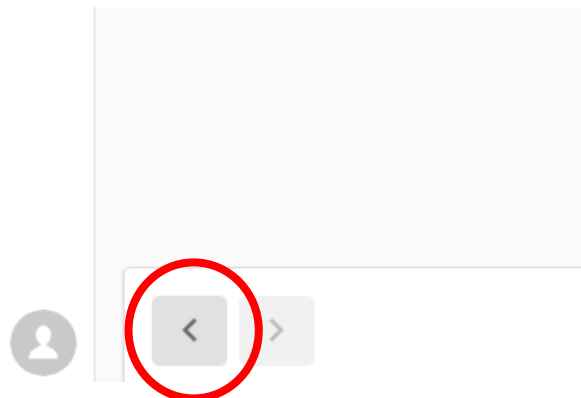
- 7. **NOTE:** Be prepared to finish the exam after you click start. Once started, you will have **1 hour to complete the exam**. A **countdown clock** at the upper right side of the screen indicates how much time to finish.



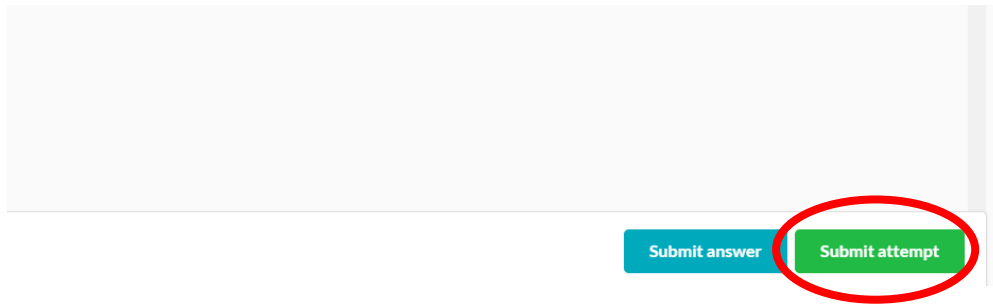
- 8. **NOTE:** The **upper right corner** of the answer box indicates if more than one answer is acceptable for that question.



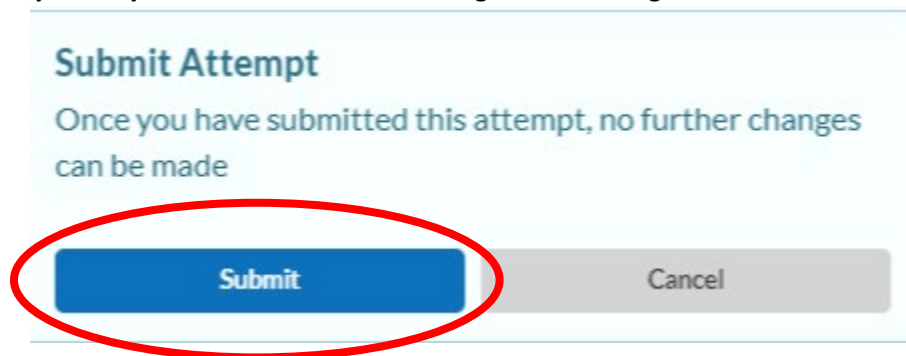
- 9. If you need to go back to an earlier question, **use the back arrow at the bottom left corner** of the screen. **DO NOT use your browser arrows**. You may use the forward arrow to review your answers and/or return to the end of the exam to submit.



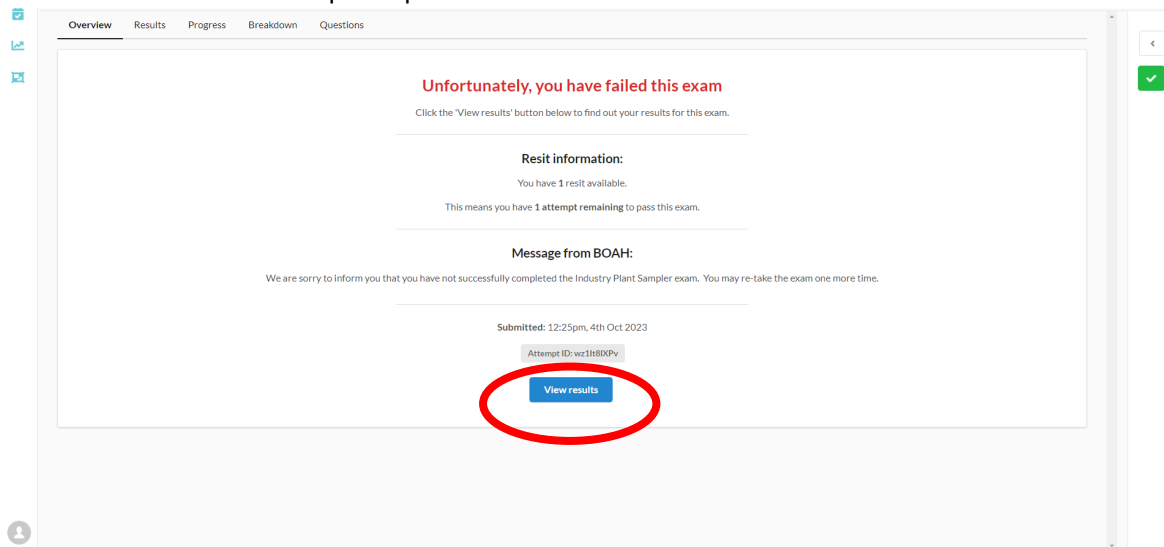
10. When finished, click **Submit attempt** at the bottom right corner of the screen.



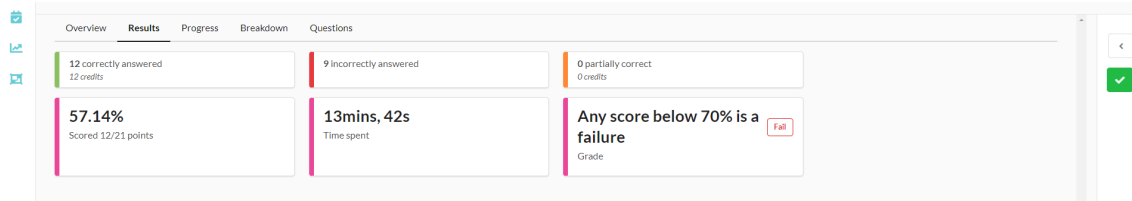
11. **Submit** the test **only when you are finished**. You will be given a warning confirmation screen to finish the exam.



12. After submitting, the **system will automatically grade your exam** and provide your pass/fail results. You are allowed two attempts to pass the exam.



13. Clicking **View results** allows you to see details for how you did.



Completing the Exam Process:

After you have completed the exam:

- **Passes:** Contact your local inspector to arrange an onsite evaluation to complete your permitting process (see attached map on next page).
- **Fails, but 1 remaining reset:** You may re-take the exam one more time. Access the test using the link: <https://boah.synap.ac/join/zngEM6IF12>, then logging in.
- **Fails twice:** Please revisit your training resources (online: <https://www.in.gov/boah/dairy-inspection/bulk-milk-trucks-and-haulers/>) and contact Trish Price at (317) 544-2391.

Dairy Farm Numbers by County and Inspector

