Assign annual refresher training

Re-assign a course people already completed, for yearly HIPAA training.

For: Administrators, Managers · Updated November 22, 2026 · https://hipaacertify.com/index.php/support/article/annual-retraining

Most organizations refresh HIPAA training every year. Certificates are valid for one year. Their **Valid Until** date is shown on the certificate and in your reports.

Assign this year's training

Assign the course again the usual way. See Assign training. People who **completed** it before get a new assignment. People who still have it **in progress** are skipped.

When they finish, they earn a **new certificate** with a new number and a new Valid Until date. Earlier certificates stay in your records.

Find people whose certificates expire soon

1. Open **Reports**.
2. Look at the **Valid Until** column. Dates within 30 days are highlighted, and expired ones show **Expired**.
3. Or click **Download CSV** and sort by **Valid Until** in Excel.

> **TIP**
>
> To keep everyone on the same cycle, assign the refresher to everyone at once with a due date, for example the end of your compliance month. See Assign training to a whole department.

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