Download the audit-ready training log

Export every training completion with dates, scores and certificate numbers for auditors.

For: Administrators, Managers · Updated November 23, 2026 · https://hipaacertify.com/index.php/support/article/audit-csv-export

Download it

1. Click **Reports** in the sidebar. The page is titled **Training Log**.
2. Optional: set **From Date** and **To Date** to limit it to completions in that period, and click **Filter**.
3. Click **Export CSV** at the top, or **Download CSV** in the **Audit-Ready Export** box.

The file `training-log-YYYY-MM-DD.csv` opens in Excel, Numbers or Google Sheets.

What's in it

One row per completed training:

Column	
Employee Name, Email, Job Title, Department, Job Codes	Who
Training	Which course
Completed Date	When
Certificate Number, Valid Until	Proof, and when it expires
Score	Average quiz score

Completions by employees you've since removed are still included, so your history stays complete.

> **NOTE**
>
> **Department filter:** the CSV ignores the **Department** filter and includes every department. For one department, use **Employees → Filter by Department → Export → Training Log** instead. See Export employee rosters and training status.

For every employee's full transcript, with section scores and each quiz answer, see Download every employee's transcript for an audit.

TIP

This export lists **completions only**. To show who is still in progress, not started or overdue, use **Training Status** and export it to PDF or Excel. See See who's overdue, in progress and completed. The **Training Log** export on the Employees page also lists every assignment and its status.

Need more help? Visit https://hipaacertify.com/index.php/support or contact us at https://hipaacertify.com/index.php/contact.

Downloaded Nov 23, 2026 — check the link above for the latest version.