Export employee rosters and training status

Download your employee list or every assignment's status as CSV or Excel, filtered however you like.

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

1. Go to **Employees**.
2. Optional: filter by department, training status (for example **Overdue**), or search.
3. Click **Export** and choose one of:
   - **Roster (CSV)** or **Roster (Excel)**
   - **Training Log (CSV)** or **Training Log (Excel)**

The export includes **everyone matching your filters**, not just the page you're looking at.

Roster

One row per employee: **Name, Email, Department, Trainings Assigned, Trainings Completed, Training Status, Account Status, Invited, Last Login**.

Use it to see who hasn't been invited yet or who has never signed in.

Training Log

One row per assignment: **Employee, Email, Department, Training, Status** (pending, in_progress or completed), **Assigned, Due, Started, Completed, Time (min), Avg Quiz Score, Certificate #, Cert Issued, Cert Valid Until**.

Use it to follow up on unfinished training, or to give auditors a full picture.

> **NOTE**
>
> These exports include current employees only. For completions by people you've removed, use the audit CSV in **Reports**.