Your individual training transcript

See every individual course you've completed, even after course access ends, and save it as a PDF or Excel file.

For: Individual learners · Updated November 22, 2026 · https://hipaacertify.com/index.php/support/article/individual-transcript

Open it

1. Sign in with an access link. See Get a sign-in link.
2. On **My Trainings**, click **My Transcript**.

Your transcript lists **every course you've completed**, including courses whose 90-day access has ended.

What's on it

- **Totals: Courses completed**, **Training hours**, and how many certificates are current or expired.
- **Each course: Completed** date, **Hours**, **Quiz score** with the number of attempts, **Certificate #** and **Valid until**. Certificates are valid for one year from completion.
- **Sections:** click **sections** under a course to see each section and the date you completed it.
- **Final quiz:** click **Review answers** to go through your quiz question by question. See Review your quiz answers.

> **NOTE**
> Quiz answers have been saved since October 29, 2026. For a course you completed before then, the transcript says **Answers weren't saved for this course**; your score and certificate are unaffected.

Hours are each course's estimated length, not accredited CE credits.

Download it

Click **Download PDF** for a printable transcript, or **Download Excel** for a spreadsheet. Anyone can check a certificate number at **hipaacertify.com/verify**.

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

Downloaded Nov 22, 2026 — check the link above for the latest version.