Take a training yourself (administrators and managers)

Preview courses as a learner and earn your own certificate from your admin account.

For: Administrators, Managers · Updated November 22, 2026 · https://hipaacertify.com/index.php/support/article/take-training-as-admin

Administrators and managers can take any course from their own account. This is useful for previewing a course before rolling it out, and for your own annual training. Your progress and certificate count like anyone else's.

Assign it to yourself

1. Click **Assign Training**.
2. In **Select Employees**, check your own name. Administrators and managers are listed alongside employees.
3. Choose the course(s) and click **Assign Training**.

Open your training

Go to **My Training** at **hipaacertify.com/admin/my-training**. The **My Training** link also appears in the sidebar on the Billing page. If nothing is assigned yet, **Assign Training to Myself** takes you to the assign page with your name already checked.

Click **Start Training** or **Continue**.

While you're in a course, a banner reads **You're taking this training as a student — your progress and certificate count.** Click **Back to My Training** to return.

Your certificate

When you finish, click **View Certificate**. Your certificates are listed under **My Certificates** on the My Training page and in **Reports**.

> **NOTE**
>
> Administrators and managers don't get automatic reminder emails for their own training.

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

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