View and print employees' certificates

Find any employee's certificate for an auditor or HR file.

For: Administrators, Managers · Updated November 17, 2026 · https://hipaacertify.com/support/article/admin-view-certificates

From Reports (all employees)

1. Click **Reports** in the sidebar. The page is titled **Training Log**.
2. Optional: filter by **From Date**, **To Date** or **Department**, then click **Filter**.
3. Click the certificate number in the **Certificate** column. It opens in a new tab.
4. Click **Print Certificate**. To save it, choose **Save as PDF** as the printer.

From one employee's page

On **Employees**, click **View** next to the person. Their **Certificates** table lists every certificate they've earned.

Need proof for many people at once?

Download the audit-ready CSV. It lists every completion with its certificate number and **Valid Until** date. See Download the audit-ready training log. Auditors can confirm any certificate number at **hipaacertify.com/verify**.

Downloaded Nov 17, 2026 — check the link above for the latest version.