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Help Center / Certificates & verification

# View and print employees' certificates

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

For: Administrators, Managers · Updated October 27, 2026 · <https://hipaacertify.com/support/article/admin-view-certificates>

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## 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](https://hipaacertify.com/verify).

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