

Download the audit-ready training log

Export every training completion with dates, scores and certificate numbers for auditors.

For: Administrators, Managers · Updated October 27, 2026 · <https://hipaacertify.com/support/article/audit-csv-export>

Download it

1. Click **Reports** in the sidebar. The page is titled **Training Log**.
2. Optional: set **From Date** and **To Date** to limit it to completions in that period, and click **Filter**.
3. Click **Export CSV** at the top, or **Download CSV** in the **Audit-Ready Export** box.

The file `training-log-YYYY-MM-DD.csv` opens in Excel, Numbers or Google Sheets.

What's in it

One row per completed training:

Column	
Employee Name, Email, Job Title, Department, Job Codes	Who
Training	Which course
Completed Date	When
Certificate Number, Valid Until	Proof, and when it expires
Score	Average quiz score

Completions by employees you've since removed are still included, so your history stays complete.

NOTE

Department filter: the CSV ignores the **Department** filter and includes every department. For one department, use **Employees → Filter by Department → Export → Training Log** instead. See [Export employee rosters and training status](#).

TIP

This export lists **completions only**. To show auditors who is still in progress or overdue, use the **Training Log** export on the Employees page. It includes every assignment and its status.

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