Download every employee's transcript for an audit

Export all employees' transcripts at once, as one Excel workbook or a ZIP of individual PDF transcripts.

For: Administrators, Managers · Updated November 19, 2026 · https://hipaacertify.com/support/article/bulk-transcripts

Choose who's included

1. Click **Employees** in the sidebar.
2. Optional: filter by department, training status or a search. The download follows these filters.
3. Click **Export**.

Only employees who have completed at least one course are included. A manager limited to certain departments gets only those departments.

All Transcripts (Excel)

Click **All Transcripts (Excel)**. The workbook downloads right away and has three sheets, each with **Employee** and **Email** columns:

Sheet	One row per
Courses	completed course, with date, hours, average quiz score, certificate number, valid-until date and status
Sections	section passed, with its quiz score and number of attempts
Answers	question answered in every attempt, with the answer given, the correct answer and whether it was right

All Transcripts (PDF, zipped)

Click **All Transcripts (PDF, zipped)** for one PDF transcript per employee in a single ZIP file.

The ZIP takes a little time to build (about half a second per employee), so it's prepared in the background:

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1. You're taken to **Transcript downloads**. It shows **Waiting to start**, then **Preparing** with a progress bar, and updates itself.
2. When it says **Ready**, click **Download ZIP**.

You can leave the page and come back: **Transcript downloads** is at **hipaacertify.com/admin/transcripts/downloads**. Each download is kept for **24 hours**, and only the person who requested it can download it.

> **TIP**
>
> Need just completions with certificate numbers, for one date range? The audit-ready training log is a single CSV.

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

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