

Due dates, overdue training and automatic reminders

How due dates work, when training counts as overdue, and which reminder emails employees receive.

For: Administrators, Managers, Employees · Updated October 27, 2026 · <https://hipaacertify.com/support/article/due-dates-and-reminders>

Due dates

A due date is optional. Set it when you assign training. It must be a future date.

Training shows as **Overdue** starting **on its due date**, so ask staff to finish by the day before.

Overdue training appears:

- on employees' dashboards with an **OVERDUE** badge
- on your **Dashboard** and the Employees **Overdue** filter
- in the Monday weekly email

To change a due date, [remove the assignment](#) and assign it again with the new date. You can only remove an assignment that isn't finished.

Automatic reminders

HIPAA Certify sends reminder emails once a day, early morning U.S. Eastern time, to employees whose training isn't finished. For example:

- **Reminder: Your HIPAA Training is Waiting:** assigned at least 3 days ago and not started
- **Your HIPAA Training is Due Soon:** the due date is approaching
- **Reminder: Complete Your HIPAA Training:** started but not finished after a week
- **URGENT: Your HIPAA Training is Overdue:** every 2 days until it's finished

Reminders stop as soon as the training is completed.

NOTE

Reminders only go to **active employees who've been invited**. Inactive or removed employees, people not yet invited, and administrators and managers taking training themselves don't get reminder emails.

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