

Help Center / Individual training

Your individual training transcript

See every individual course you've completed, even after course access ends, and save it as a PDF or Excel file.

For: Individual learners · Updated October 30, 2026 · <https://hipaacertify.com/support/article/individual-transcript>

Open it

1. Sign in with an access link. See [Get a sign-in link](#).
2. On **My Trainings**, click [My Transcript](#).

Your transcript lists **every course you've completed**, including courses whose 90-day access has ended.

What's on it

- **Totals: Courses completed, Training hours**, and how many certificates are current or expired.
- **Each course: Completed date, Hours, Quiz score** with the number of attempts, **Certificate #** and **Valid until**. Certificates are valid for one year from completion.
- **Sections:** click **sections** under a course to see each section and the date you completed it.
- **Final quiz:** click [Review answers](#) to go through your quiz question by question. See [Review your quiz answers](#).

NOTE

Quiz answers have been saved since October 29, 2026. For a course you completed before then, the transcript says **Answers weren't saved for this course**; your score and certificate are unaffected.

Hours are each course's estimated length, not accredited CE credits.

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