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For: Administrators, Managers, Employees · Updated November 19, 2026 ·
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Your transcript is a record of every course you've completed in your organization's account, newest first, like a college transcript.

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- **Employees:** sign in and click **Transcript** at the top of the page.
- **Administrators and managers (your own training):** go to **My Training** and click **My Transcript**.

What's on it

- **Your details:** name, email, organization, department, job title and a **Transcript reference** such as `TR-7C9053F9FD`.
- **Totals: Courses completed**, **Training hours**, **Courses with a current certificate**, and **Courses expired, not renewed**.
- **Each course: Completed** date, **Hours**, **Avg. quiz score**, **Certificate #** and **Valid until** with its status:
  - **Current:** the certificate is still valid.
  - **Expired:** the certificate has expired and you haven't taken the course again.
  - **Renewed:** an older certificate for a course you've since completed again.

Click **sections** under a course to see each section, the date you passed it, your quiz score and how many attempts it took. Click **Review** to see your answers. See Review your quiz answers.

> **NOTE**
>
> **Hours** are each course's estimated length, not accredited CE credits. Only completed courses are listed; courses in progress appear once you finish them.

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