View, print or save your certificate as a PDF

Find your certificates, print them, or save a PDF copy for your records.

For: Administrators, Managers, Employees · Updated November 17, 2026 · https://hipaacertify.com/support/article/view-print-certificate

Employees

1. Sign in and click **Certificates** at the top of the page.
2. Click **View** on the certificate.
3. Click **Print Certificate**.

Administrators and managers (your own certificates)

Go to **My Training** at **hipaacertify.com/admin/my-training**. Click **View Certificate** next to the completed course, then **Print Certificate**.

Save it as a PDF

The print dialog can save a PDF:

- **Chrome / Edge:** set **Destination** to **Save as PDF**, then click **Save**.
- **Safari (Mac):** click **PDF** at the bottom left → **Save as PDF**.
- **iPhone / iPad:** in the print preview, tap **Share** → **Save to Files**.
- **Android:** choose **Save as PDF** as the printer.

> **TIP**
> For a cleaner page, turn off **Headers and footers** in the print dialog's **More settings**, and choose **Landscape** if the certificate is cut off.

What's on the certificate

Your name, the course, **Date of Completion**, **Valid Through**, your organization, and a **Certificate ID**, for example `HC-0012-00345-261027-AB3D`. Anyone can check it at **hipaacertify.com/verify**. See Verify a certificate.

Bought an individual course? See Your individual course certificate.

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For a record of every course you've completed in one document, see View and download your training transcript.

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

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