

How do I access my Completion Report/Certificate?

Sep 8, 2022 • Knowledge

The CITI Program offers completion documentation after completing all required modules and meeting the passing score requirement for a course.



You can also access your completion records through the **Records** tab which provides the completion records for all course completions on your account.



Each records includes;

- **Stage** - if applicable this list the stage of course such as basic or refresher
- **Record ID** - a unique number assigned to this completion
- **Passing Score** - the score required by the institution to pass
- **Your Score** - the score you achieved to meet passing requirements
- **Start Date** - the date you started the course
- **Completion Date** - the date you completed the course
- **Expiration Date** - if applicable, the date the institution has set for this course to expire
- **Gradebook** - a link to review the modules in the gradebook or take additional optional modules
- **Completion Record** - provides access to your completion documents

Records

CITI Program (ID 10)

Show Records for: [Show All](#)

CITI Program Records (ID 10)

COVID-19: Public Training Series - COVID-19: Back to Campus (2020-2021) (ID 202254)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic	37193388	100%	100%	27-jan-2021	27-jan-2021	-	View	View-Print-Share

COVID-19: Public Training Series - COVID-19: Insights for Higher Ed Leaders (ID 223093)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic	39540843	100%	100%	28-jan-2021	28-jan-2021	-	View	View-Print-Share

To access the completion documents, click on **View-Print-Share** under Completion Record.

CITI Program offers two different documents to reflect a course completion:

- **Completion Reports** are transcripts that include all quiz scores. Part 1 shows scores at the time you completed and passed the course. Part 2 reflects any subsequent quiz attempts.
- **Completion Certificates** are diplomas that do not include quiz scores. They are more suitable for sharing on sites like LinkedIn.

Each Completion Report and Completion Certificate has a unique "verify" link that you can send to others to share your results (or use for online posting).

COVID-19: Back to Campus (2020-2021)

Name	Stage	Completion Date	Expiration Date	Record ID
Demo Tester	1 - Basic	27-jan-2021	N/A	37193388

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#)
[Copy Link](#)

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

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For additional information email us at support@citiprogram.org or call 888.529.5929.