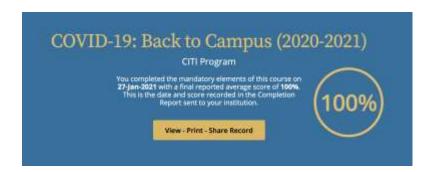# How do I access my Completion Report/Certificate?

Sep 8, 2022•Knowledge

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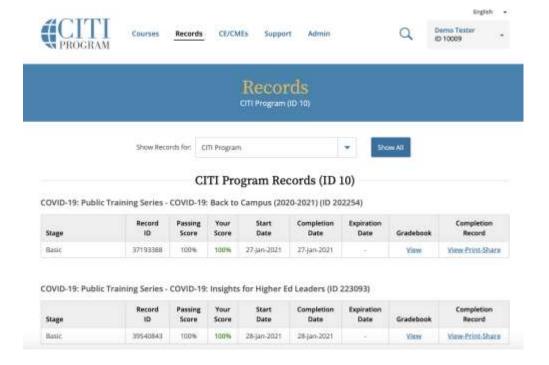

You can also access your completion records through the **Records** tab which provides the completion records for all course completions on your account.

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

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).

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