



Credential Engine Publisher Guide – Entering Recommended Data

We encourage users to add any additional information relevant to their organization and credential(s). Like Credential Engine’s minimum required data and required if available data sets, we also [recommend a set of data](#) that is important for users of the data. The below instructions are for publishing the Recommended data set. For further instructions or questions, please contact Scarlett Jeckel sjeckel@credentialengine.org.

Entering Recommended Data

1. An ‘Audience Level Type’ denotes the level of education or training someone would have prior to obtaining the credential being described. Select all ‘Audience Level Types’ that apply for the credential being described.

Audience Level Type *A point in a progression through an educational or training context, for which the described resource is intended.*

<input type="checkbox"/> Beginner Level	<input type="checkbox"/> Associates Degree Level
<input type="checkbox"/> Secondary School or Equivalent	<input type="checkbox"/> Bachelors Degree Level
<input type="checkbox"/> Intermediate Level	<input type="checkbox"/> Masters Degree Level
<input type="checkbox"/> Advanced Level	<input type="checkbox"/> Doctoral Degree Level
<input type="checkbox"/> Postsecondary Level	

2. A credential ‘Effective Date’ is the date the credential was first officially offered.

Effective Date MM/DD/YYYY

The date that the credential was first officially recognized and earnable.

3. Entering Keywords or key phrases describing relevant aspects of the credential, provides additional data when searching credentials in the Credential Registry. To enter relevant keywords, select the ‘Add a Keyword’ button located in the ‘Keywords’ section. A blank text will appear to enter keywords or key phrases. You may enter as many relevant and necessary keywords for the described credential.

Keywords *Enter keywords that describe this Credential.*

_____ Add a Keyword

4. An ‘Estimated Duration’ describes the amount of time it would take to earn the credential normally, and for each applicable special circumstance. To enter an ‘Estimated Duration’, select the ‘Add new Time Estimate’.

Estimated Duration

Describe the estimated amount of time it would take to earn the credential normally, and for each applicable special circumstance.

_____ Add new Time Estimate

- a. An exact duration or a minimum and maximum duration may be entered in the ‘Estimated Duration’ profile.



- For an exact duration, enter the average length of time it takes to complete the credential being described.
- For a minimum and maximum duration, provide the average minimum and average maximum length of time it takes to obtain the credential.
- Provide any useful further description, such special conditions for the estimated duration. After entering the estimated duration, select ‘Save and Close’ located at the bottom of the profile.

Estimated Duration

Provide either an exact duration or a minimum and maximum duration.

<input checked="" type="radio"/>	Exact Duration	2	0	0	0	0	0	0	0
		<small>Years</small>	<small>Months</small>	<small>Weeks</small>	<small>Days</small>	<small>Hours</small>	<small>Minutes</small>		
<input type="radio"/>	Minimum Duration	0	0	0	0	0	0	0	0
		<small>Years</small>	<small>Months</small>	<small>Weeks</small>	<small>Days</small>	<small>Hours</small>	<small>Minutes</small>		
<input type="radio"/>	Maximum Duration	0	0	0	0	0	0	0	0
		<small>Years</small>	<small>Months</small>	<small>Weeks</small>	<small>Days</small>	<small>Hours</small>	<small>Minutes</small>		

Description

Provide any useful further description, such as special conditions under which the above information applies, here. [?](#)

5. You can then identify the specific ‘Occupations’ this credential applies to. Occupations can be entered within the ‘Occupations and industries’ tab. We recommend using the SOC codes. Select an Occupation category and browse the SOC Codes or search by entering a keyword. Select the occupations that apply to the credential, by selecting the ‘Save/Add’ button. If the applicable occupations are not in the search, you may manually enter occupations in the ‘Other Occupations’ section. You may enter as many applicable occupations necessary.



Occupations

Occupations Identify the specific occupations this credential applies to. We recommend using the SOC codes. Select an Occupation category and browse through codes or search by entering a keyword or partial SOC code in the text box. ⓘ

Search

Computer And Mathematical Occupations

information technology

Search **Reset**

Found 1 Results

Information Technology Project Managers (151199) **Save/Add**

Plan, initiate, and manage information technology (IT) projects. Lead and guide the work of technical staff. Serve as liaison between business and technical aspects of projects. Plan project stages and assess business implications for each stage. Monitor progress to assure deadlines, standards, and cost targets are met.

Code: 15-1199.09

Saved Occupations ⓘ

Information Technology Project Managers **Delete**

Plan, initiate, and manage information technology (IT) projects. Lead and guide the work of technical staff. Serve as liaison between business and technical aspects of projects. Plan project stages and assess business implications for each stage. Monitor progress to assure deadlines, standards, and cost targets are met.

Code: 15-1199.09

1

Other Occupations Enter an occupation that does not exist via the search. ⓘ

Add an Occupation

6. Also, within the ‘Occupations and Industries’ tab you can identify the specific ‘Industry Types’ this credential applies to. We recommend using the NAICS Codes when selecting industries. Select an Industry category and browse through codes or search by entering a keyword. Select the industries that apply to the credential, by selecting the ‘Save/Add’ button. If the applicable industries are not in the search, you may manually enter industries in the ‘Other Industries’ section. You may enter as many applicable industries necessary.

Industries

Industry Codes Identify the specific industries this credential applies to. We recommend using the NAICS codes. Select an Industry category and browse through codes or search by entering a keyword or partial NAICS code in the text box. ⓘ

Search

Select an Industry

Search...

Search **Reset**

Saved Industries ⓘ

Telecommunications **Delete**

Code: 517

Other Telecommunications **Delete**

Code: 5179

Other Industries Enter an industry that does not exist via the search. ⓘ

Add an Industry



7. Entering 'Estimated Costs' for the credential being described will provide the cost(s) associated with earning this credential. Selecting the 'Costs' tab, will open to display where to enter cost profiles. To create a cost profile, select the 'Add new Estimated Cost' button located under 'Estimated Costs'.

Costs ▾

Common cost manifest(s) for this resources Search for a common cost manifest for this resource. Only cost manifests for the owning organization will be displayed.

Search

Common Cost Manifest(s) ▾

No saved items

Estimated Costs

Enter DIRECT costs associated with this credential, for example an aggregate cost. Costs related to Assessments, Learning Opportunities, or Conditions and Requirements, should be entered in the related page/view. [?](#)

Add new Estimated Cost

- a. The required data set for a cost profile includes a 'Name', 'Description', and 'Cost Details Url' which is the webpage that would have information about the cost of the credential. We recommend also selecting the 'Currency Type'. After entering the minimum data for the cost profile, you will select 'Save and Continue' to save this level of data.

Name Enter a name to help you identify this condition later. [?](#)

Description Briefly summarize the nature of this cost, and provide any other noteworthy details not covered in the items below. [?](#)

Cost Details Url Indicate a URL for details about this cost. [?](#)

Start Date Indicate the start date of the validity of this information. [?](#)

End Date Indicate the end date of the validity of this information. [?](#)

Currency Type Select the type of currency that the costs for this item are measured in. [?](#)

Condition Items Enter any individual specific conditions or requirements. [?](#)

Add new Condition Item

Cost Items

Describe the individual costs. [?](#)

Add new Cost Item

Jurisdiction



- b. After saving the top-level profile data, you can start adding individual ‘Cost Items,’ which is where you add the dollar amounts, either in aggregate or by item. To begin entering associated ‘Cost Items’ select the ‘Add new Cost Item’ button located under the ‘Cost Items’ section.

Cost Items

Describe the individual costs.

- c. After selecting ‘Add new Cost Item’, you will automatically be redirected to the cost item profile. From here you will select the ‘Cost Type’, applicable ‘Residency Type(s)’, applicable ‘Audience Type’, ‘Price’, and applicable ‘Payment Pattern’.

Cost Items

Cost Type *Select the type of cost.*

<input type="radio"/> Aggregated (ALL) Costs	<input type="radio"/> Program Specific Fee
<input type="radio"/> Application	<input type="radio"/> Reexamination Fee
<input type="radio"/> Background Check	<input type="radio"/> Rescheduling Fee
<input type="radio"/> Enrollment Fee	<input type="radio"/> Room or Residence
<input type="radio"/> Graduation Fee	<input type="radio"/> Scoring Fee
<input type="radio"/> Learning Resource	<input type="radio"/> Standalone Assessments/Exams
<input type="radio"/> Meals	<input type="radio"/> Student Services Fee
<input type="radio"/> Option Charges	<input type="radio"/> Technology Fee
<input type="radio"/> Processing Fee	<input type="radio"/> Tuition

Residency Type(s) *Select the type(s) residency to which this cost item applies. If the cost applies to all, do not check any options.*

<input type="checkbox"/> Foreign/International	<input type="checkbox"/> Out-Of-State
<input type="checkbox"/> In-State	<input type="checkbox"/> Regional
<input type="checkbox"/> Local	

Audience Type *Select the specific type(s) of audience to which this cost item applies. If the cost applies to all, do not check any options.*

<input type="checkbox"/> Citizen	<input type="checkbox"/> Full-Time
<input type="checkbox"/> Current Military	<input type="checkbox"/> Member
<input type="checkbox"/> Current Military Dependent	<input type="checkbox"/> Non-Citizen
<input type="checkbox"/> Current Military Spouse	<input type="checkbox"/> Non-Member
<input type="checkbox"/> Current Student	<input type="checkbox"/> Non-Resident
<input type="checkbox"/> Former Military / Veteran	<input type="checkbox"/> Part-Time
<input type="checkbox"/> Former Military Dependent	<input type="checkbox"/> Private Employee
<input type="checkbox"/> Former Military Spouse	<input type="checkbox"/> Public Employee

Price *Enter a valid decimal number.*
Provide the cost in the financial units indicated above.

Payment Pattern
Describe the nature of payment(s) for this cost item.

- d. After entering the cost item data, you can select ‘Save and Close’ to be directed back to the cost profile. If entering multiple cost items, select ‘Save and Add Another’ and you will be directed to a new cost item profile. Repeat this process until all applicable cost items have been entered.



- e. Once directed back to the cost profile, the cost items will be listed under ‘Cost Items’. When complete, select ‘Save and Close’.



The screenshot shows a web interface with two main sections: 'Cost Items' and 'Jurisdiction'. The 'Cost Items' section has a header 'Cost Items' and a sub-header 'Describe the individual costs.' Below this, there is a table with two rows: 'Application (50.00)' and 'Tuition (2500.00)'. Each row has 'Edit' and 'Delete' buttons. Below the table is an 'Add new Cost Item' button. The 'Jurisdiction' section has a header 'Jurisdiction' and a sub-header 'Geo-political information about applicable geographic areas and their exceptions.' Below this is an 'Add new Jurisdiction' button. At the bottom of the form, there is a status bar with the text 'Last Updated: Scarlett Jeckel, 12/14/2018 3:08:46 PM' and five buttons: 'Save and Continue', 'Save and Close', 'Save and Add Another', 'Cancel', and 'Delete'.

**Note: at any time when entering data, you can preview your credential by selecting the ‘Details’ button located at the bottom of the screen.

Ready to Get Started?

Joining the Credential Registry is quick and easy:

1. Go to www.credentialengine.org
2. Select “Publish to the Credential Registry”
3. Click “Create an Account” to get set up and verified
4. Choose your preferred method of sharing your data (detailed resources provided)
5. Start publishing!