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.

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

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.

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'.

   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.

	Years	Months	Weeks	Days	Hours	Minutes
◉ Exact Duration	2	0	0	0	0	0
○ Minimum Duration	0	0	0	0	0	0
Maximum Duration	0	0	0	0	0	0

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 parial 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

[1]

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

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 parial 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'.

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.

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. ⓘ

Add new Cost Item

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. ⓘ

- ○ Aggregated (ALL) Costs ⓘ
- ○ Application ⓘ
- ○ Background Check ⓘ
- ○ Enrollment Fee ⓘ
- ○ Graduation Fee ⓘ
- ○ Learning Resource ⓘ
- ○ Meals ⓘ
- ○ Option Charges ⓘ
- ○ Processing Fee ⓘ

- ○ Program Specific Fee ⓘ
- ○ Reexamination Fee ⓘ
- ○ Rescheduling Fee ⓘ
- ○ Room or Residence ⓘ
- ○ Scoring Fee ⓘ
- ○ Standalone Assessments/Exams ⓘ
- ○ Student Services Fee ⓘ
- ○ Technology Fee ⓘ
- ○ 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. ⓘ

- ☐ Foreign/International ⓘ
- ☐ In-State ⓘ
- ☐ Local ⓘ

- ☐ Out-Of-State ⓘ
- ☐ Regional ⓘ

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. ⓘ

- ☐ Citizen ⓘ
- ☐ Current Military ⓘ
- ☐ Current Military Dependent ⓘ
- ☐ Current Military Spouse ⓘ
- ☐ Current Student ⓘ
- ☐ Former Military / Veteran ⓘ
- ☐ Former Military Dependent ⓘ
- ☐ Former Military Spouse ⓘ

- ☐ Full-Time ⓘ
- ☐ Member ⓘ
- ☐ Non-Citizen ⓘ
- ☐ Non-Member ⓘ
- ☐ Non-Resident ⓘ
- ☐ Part-Time ⓘ
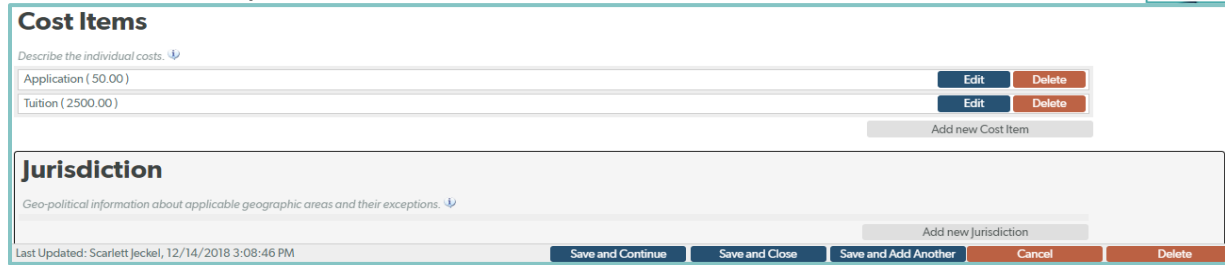- ☐ Private Employee ⓘ
- ☐ Public Employee ⓘ

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. ⓘ

[Save and Continue] [Save and Close] [Save and Add Another] [Cancel] [Delete]

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'.

Cost Items

Describe the individual costs.

Application (50.00)	Edit	Delete
Tuition (2500.00)	Edit	Delete

Add new Cost Item

Jurisdiction

Geo-political information about applicable geographic areas and their exceptions.

Add new Jurisdiction

Last Updated: Scarlett Jeckel, 12/14/2018 3:08:46 PM | Save and Continue | Save and Close | Save and Add Another | Cancel | 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!