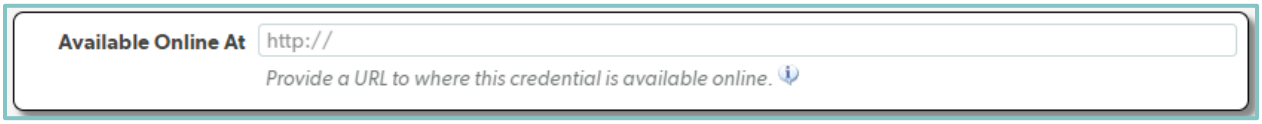
Credential Engine Publisher Guide – Entering Required if Available Data

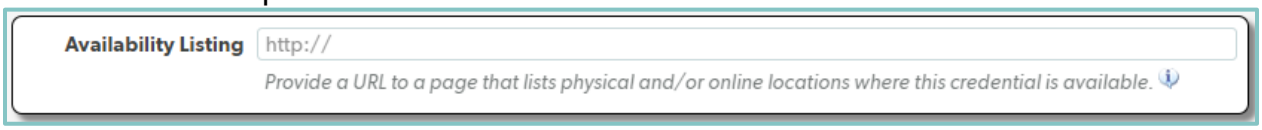
We encourage users to add any additional information relevant to their organization and credential(s). In addition to the minimum data set, there are a set of Required if Available fields. The below instructions are for publishing the Required if Available data. For further instructions or questions, please contact Scarlett Jeckel sjeckel@credentialengine.org.

Entering Required if Available Credential Data

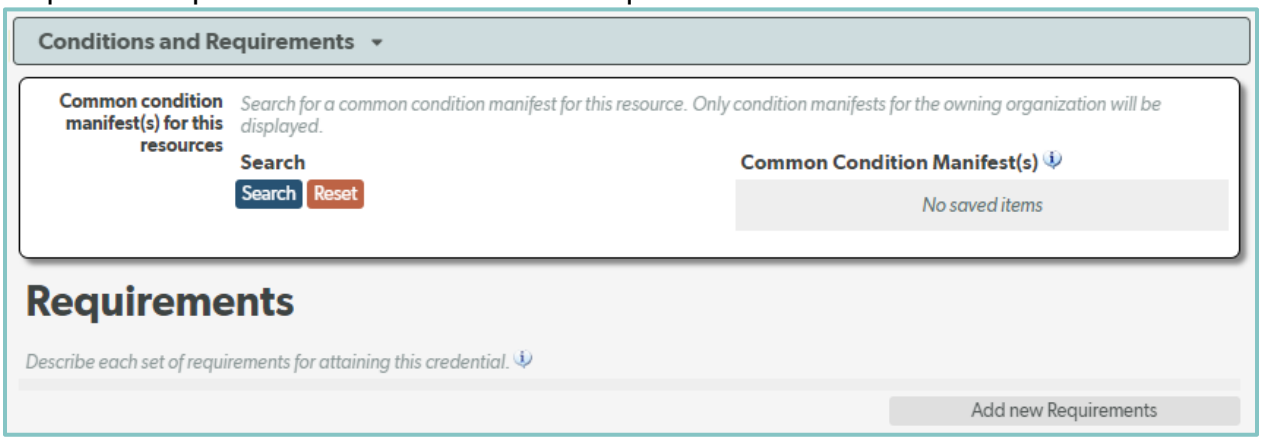
1. If the credential is offered online, insert the URL to where it can be obtained in the 'Available Online At' field.



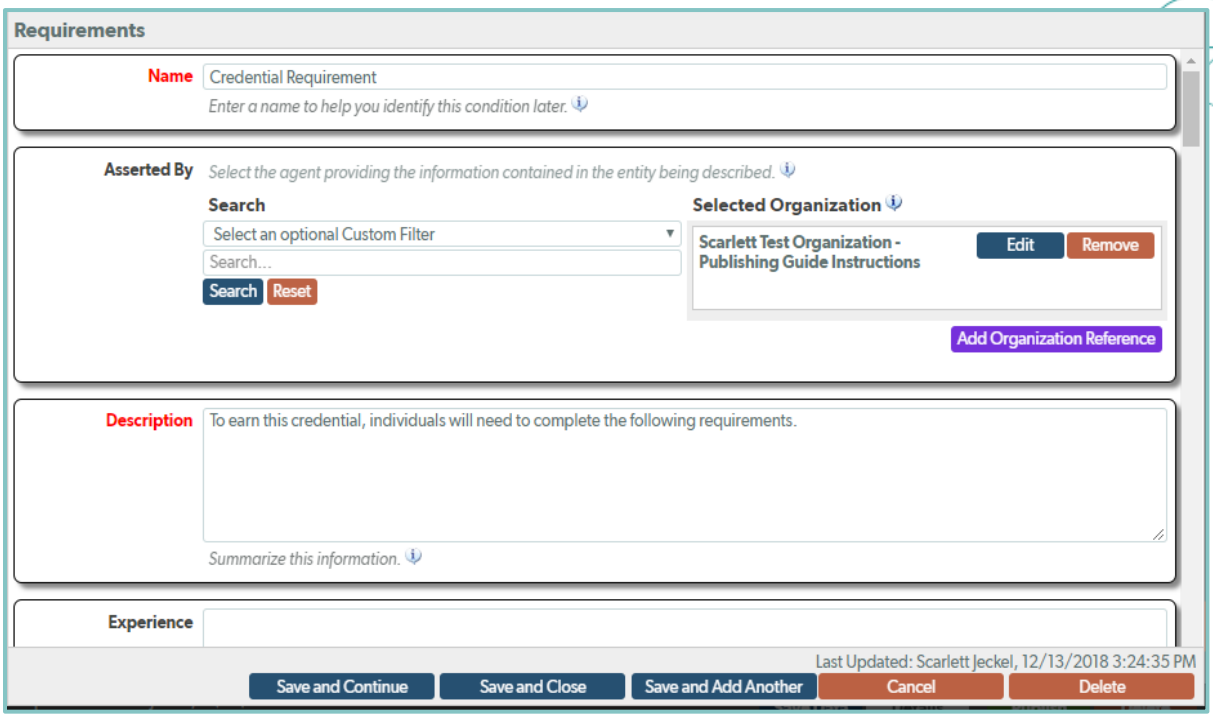
2. If applicable, insert the URL that lists physical and/or online location of where this credential is available in the 'Availability Listing'. This could be a list of testing centers or a URL that lists campus locations.



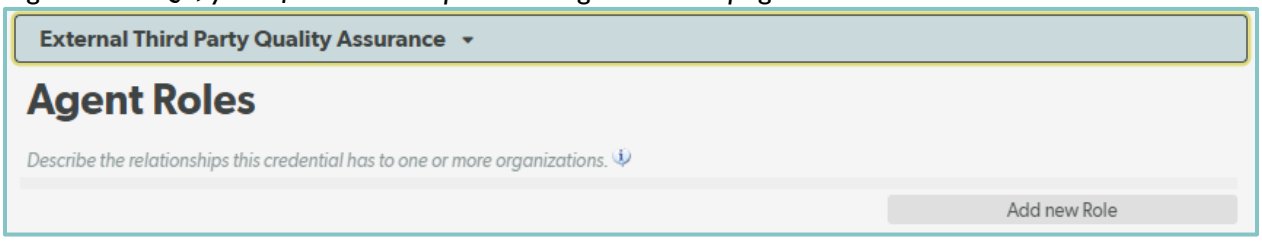
3. If there is a requirement or set of requirements for this credential, you'll create a Requirements profile in the 'Conditions and Requirements' tab.



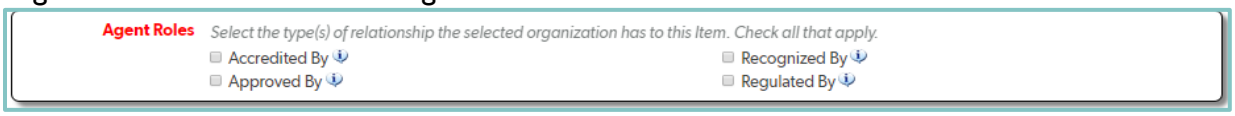
   a. To create a new Requirements profile, select the 'Add new Requirements' button located on the right-hand side of the screen. A new requirements profile will then pop up. If you add a Requirement, you must include a 'Name' and 'Description' to the requirements profile. The name can be something like "Requirements for Degree." You can also add additional information such as years of experience, prerequisites, and required exams. Once you have entered the requirements for this credential, you will then select the 'Save and Continue' button located at the bottom of the profile window.



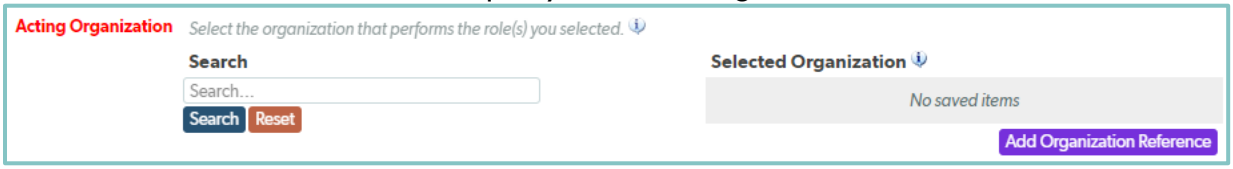
4. If your credential has third party quality assurance such as accreditation, recognition, or approval you can add it in the "External Third-Party Quality Assurance" tab. To begin, select the "Add New Role" button. *Note: this is for QA directly tied to the credential. For organization QA, you'll follow this step on the organization's page.*



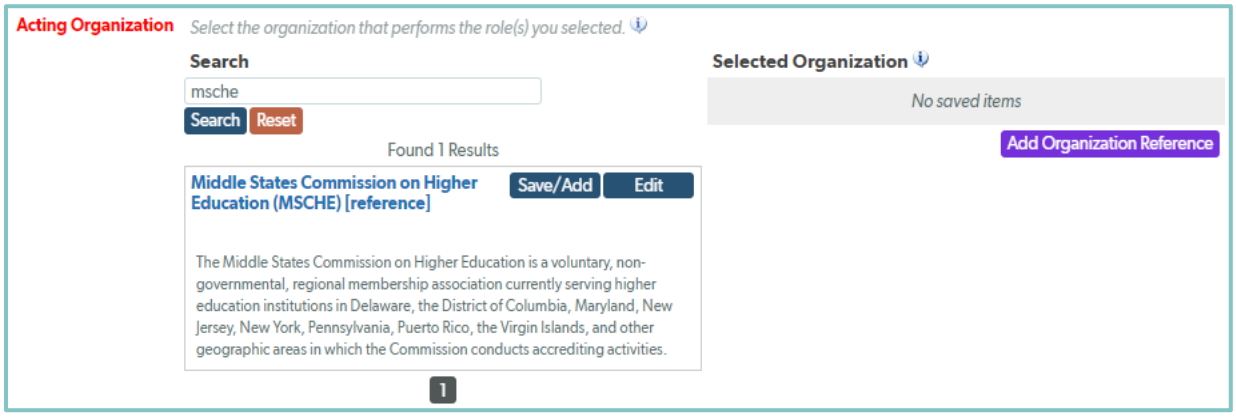
   a. After the "Add New Role" button is selected, the "External Third Party Quality Assurance" pop-out window will appear with options for "Agent Roles" as well as "Acting Organization." To begin, select all of the options under "Agent Roles" that will adequately represent the relationship between the quality assurance organization and the selected organization.



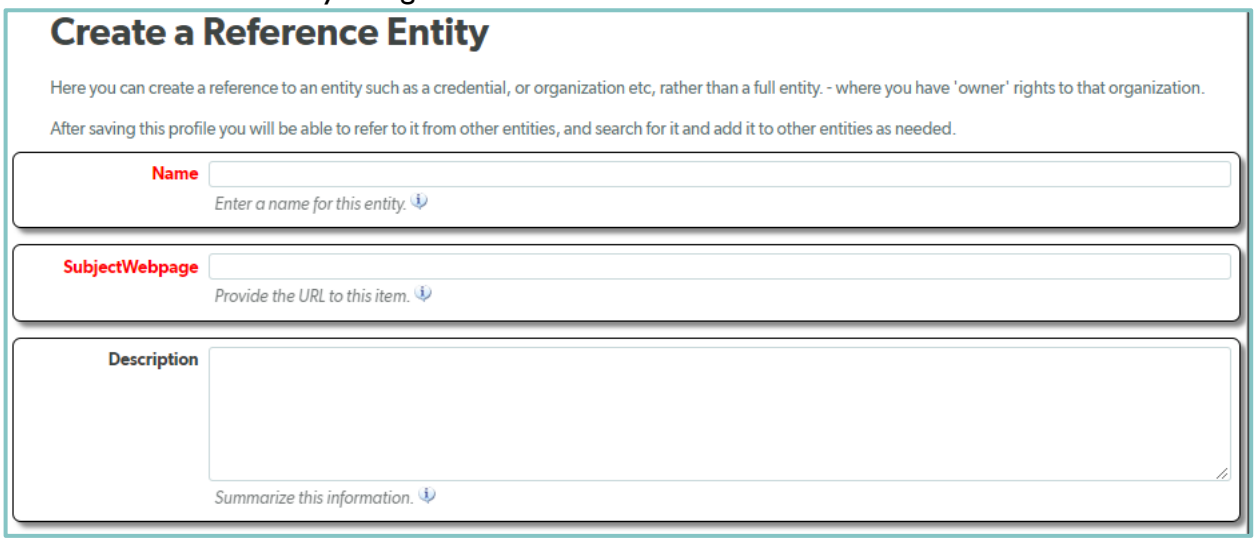
   b. Once the role is defined, specify the quality assurance organization. To do this, enter the name of the organization in the "Acting Organization" search field and select search to locate the intended quality assurance organization.



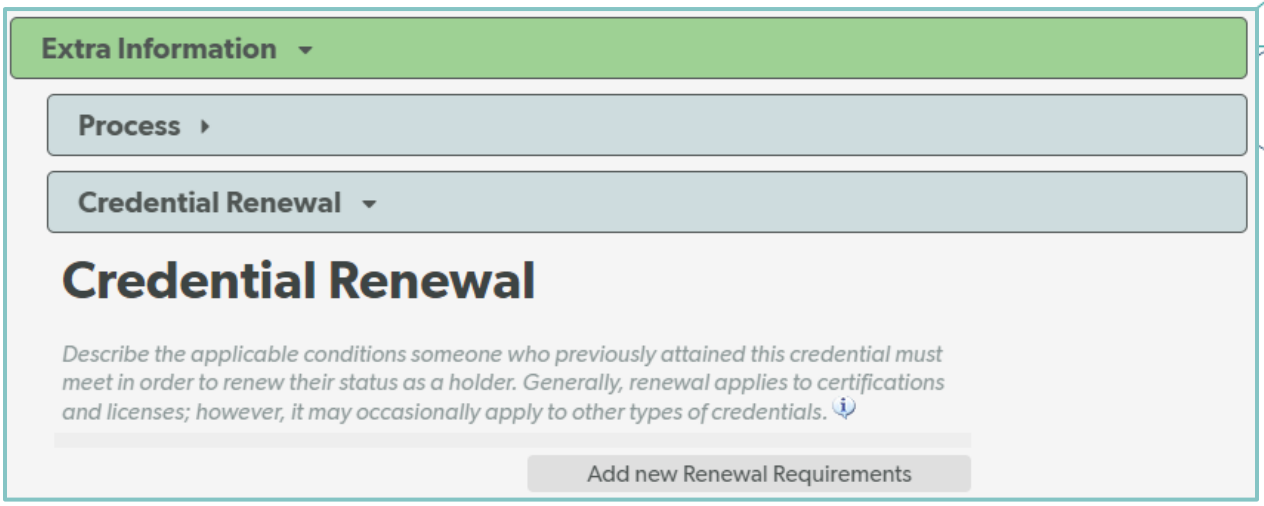
c. When the quality assurance organization has been found within the acting organization and search field, select the "Save/Add" button to the right of the intended organization result to add it to the "Selected Organization" column. Once the organization has been added, select the 'Save and Close' button located at the bottom of the screen.



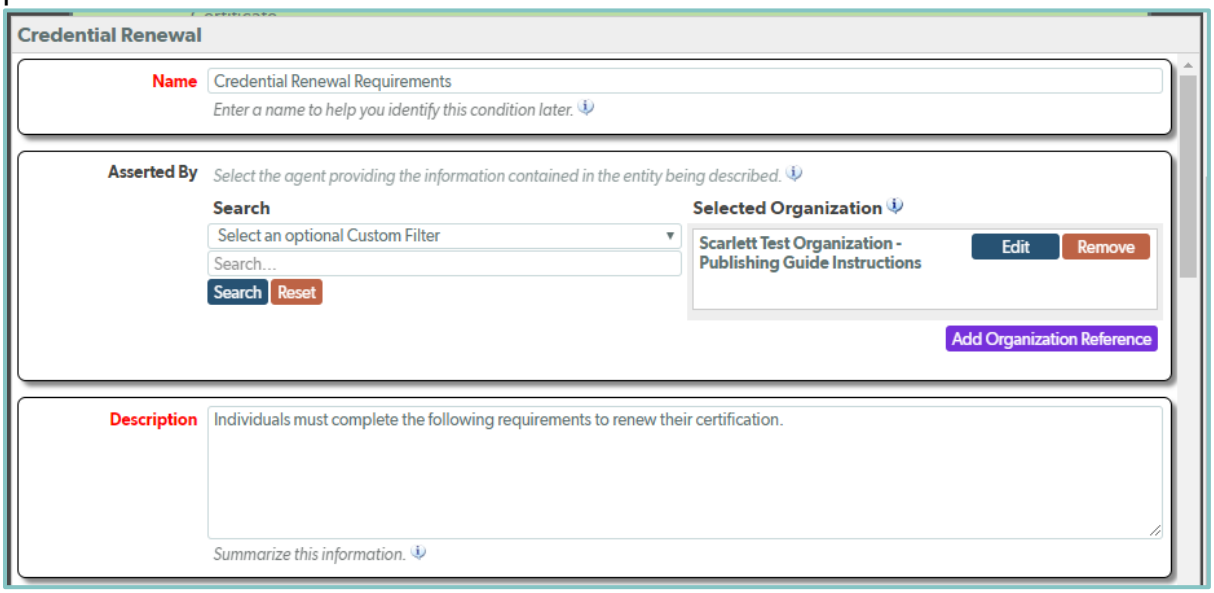
d. If the quality assurance organization is not already in the registry, you may create a reference. To create an organization reference, click on the purple "Add Organization Reference" button. To create the reference, simply add the Name and a URL for the entity being referenced and click the 'Save and Close' button.



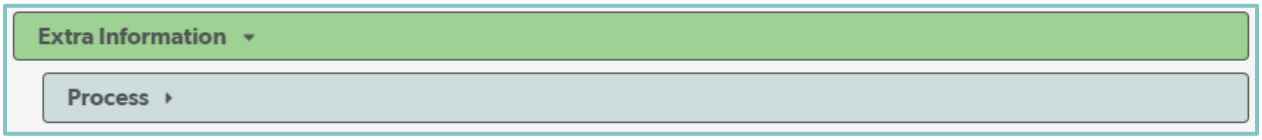
5. If applicable, describe the conditions someone who previously attained this credential must meet to renew or maintain their status as a holder. In general, renewal applies to Certifications and Licenses, but is occasionally applicable for other types of credentials. To enter renewal requirements, you will select the 'Extra Information' tab and then the 'Credential Renewal' tab. From there, select the 'Add new Renewal Requirements' button.



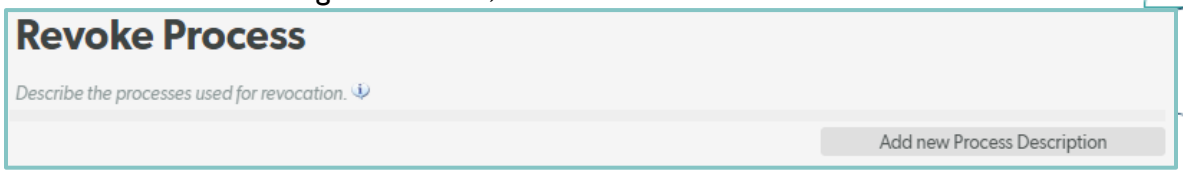
a. A new Credential Renewal profile will pop up. It is required to enter a 'Name' and 'Description' in the renewal profile. After entering the credential renewal data, you will select the 'Save and Close' button located at the bottom of the profile.



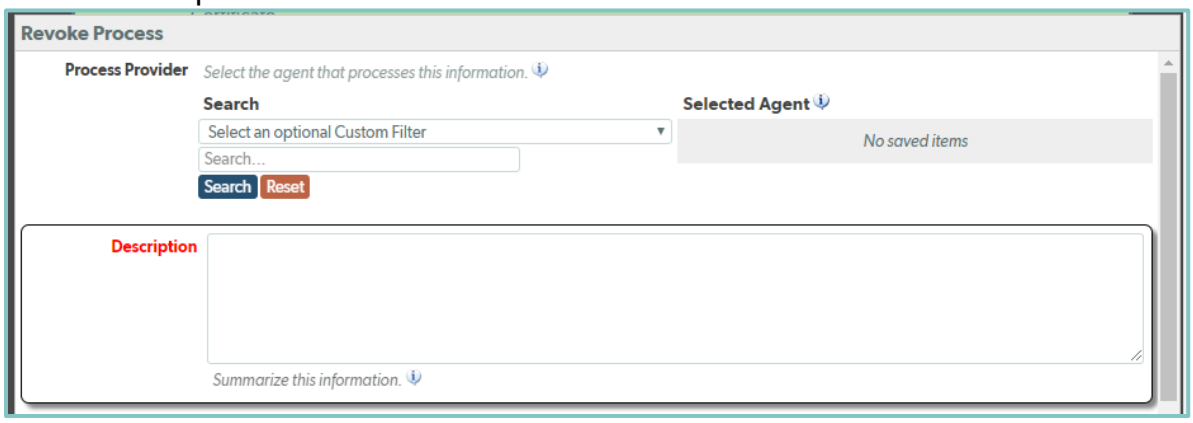
6. If the credential being described has a revocation process where the awarded credentials can be revoked due to violations or failure to renew, this can be described in the 'Revoke Process'. The 'Revoke Process' profile can be found in the 'Process' tab, located in the 'Extra Information' tab.



a. To begin entering revocation data, select the 'Add new Process Description' button located on the right-hand side, under 'Revoke Process'.



b. The 'Revoke Process' profile will then pop up. It is required to enter a 'Description' for the revocation profile. Once you have entered the 'Description' and additional applicable data, select the 'Save and Close' button located at the bottom of the profile.



7. After completing any applicable Required if Available data, select 'Save Data' that is located at the bottom of the data tabs.

**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!