Credential Engine Competency Editor Instructions

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The below instructions are for the entry of competency frameworks to publish to the Credential Registry. We encourage users to add any relevant information to their competency frameworks. For further instructions or questions, please contact Scarlett Jeckel sjjeckel@credentialengine.org.

Entering New Competency Frameworks

1. Once your organization has been approved to begin publishing, you will access the Credential Engine Publisher here: https://credentialengine.org/publisher. You will log in using the same login credentials you created in the Accounts System.

2. Select the ‘Add New’ dropdown menu at the top of the page, and then select ‘Manage Competencies’

3. You will be directed to the Competency Framework search and editor. First, you choose your organization from the Organization pop up.
4. After selecting your Organization from the drop-down, the competency search will display. To begin entering a competency framework manually, select the ‘create new’ button located on the top right-hand side of the screen.

5. Once you are directed to the Competency Framework Editor, you will enter the name and description of your framework under the ‘General’ pop up. After entering your name and description, select the ‘done’ button located at the bottom of the pop up.

6. After saving the name of your framework, you will begin building your competency framework. To begin the framework, select ‘add competency’ button located under the
name of your framework.

![New Test Framework](image)

a. After selecting ‘add competency’ you have the option to ‘create new’ or ‘search competencies’.
   i. Create New – will prompt a new competency pop up to enter in the competency text. After entering your competency text, select the ‘done’ button located at the bottom of the pop up.

![Edit Competency](image)

ii. Search Competencies – this function allows you to search for competencies that have already been created and published to the registry. Use keywords to search for competencies that are applicable for your framework. Once you have found applicable competencies, select the + symbol next to the competency. Once selected, you can choose to
‘copy competency’ or ‘link competency’ to add it to your framework.

7. Follow this same process of entering new competencies and/or searching for competencies to build your competency framework. While building your framework, you will see the framework being built as a bulleted list on your editor screen.

8. When your framework is complete, you will approve the framework to be published. To approve your framework, select the ‘Approve Selected Framework’ button located at the bottom of the screen.

9. Approving your framework will notify the Credential Engine team of the approval and will publish the framework.
Entering a Competency Framework via Copy/Paste Import

The competency editor now supports the function of copying competencies from a list in a word documents, PDF, or webpage and pasting them into the editor to build a framework.

1. Select the ‘import framework’ button located at the top right-hand side of the screen.

2. This will re-direct you to the import framework options. To use the copy/paste function select the ‘Paste Text’ option.

   a. Additional instructions on how to use this function will pop up on the right side of the page. These instructions can be minimized at any time and to re-open select the ‘info’ button located at the top right-hand side of the screen.

3. To begin entering your framework, first enter your competency ‘Framework Name.’

   Following entering your framework name, begin pasting your competency text into the
4. After pasting text into the box, you will see your framework as a bulleted list on the right-hand side.

- **Domain 1: Non-Clinical Operations**
  - 1.A. Verify patient identifiers before documenting in the EHR to ensure information is recorded in the correct chart.
  - 1.B. Collect, record, and continuously update patient information (e.g., demographic information, clinical data, coverages/financial/insurance, guarantors, patient preferences).
  - 1.C. Generate encounter documentation (e.g., admission/face sheet, labels, armbands).

a. To indent your bulleted list, add a space before the line in the pasted text. This will update and show the indent in your list on the right.

5. When your framework has been copied and pasted into the text box and is ready for upload, select the ‘import’ button located above your bulleted list.

   a. *Please note that following importing your framework, you can make updates at any time, by selecting your framework from the Framework Search. This will direct you to the*
6. When your framework is complete, you will approve the framework to be published. To approve your framework, select the ‘Approve Selected Framework’ button located at the bottom of the screen.

7. Approving your framework will notify the Credential Engine team of the approval and will publish the framework.

Connecting Competency Frameworks to an Assessment, Learning Opportunity, or Credential

Connecting Competency Frameworks to an Assessment or Learning Opportunity

1. To connect your new competency framework to the appropriate credential, you will add the framework to a Learning Opportunity or Assessment.

2. Select the appropriate Learning Opportunity or Assessment and choose to edit the profile. From the editor, open the ‘Competencies’ tab. You will see the Competency search and can search for your framework.
3. Selecting your framework will direct you back to the Competency Editor. Once back to the editor, to select all competencies, click on the square box located below the framework name, and to the left of the ‘add’ button. Once the competencies have been selected, click the ‘add’ button.
   a. After selecting the ‘add’ button, you will see your competencies listed on the right-hand side of the screen.
   b. Once displaying on the right-hand side, select the ‘Save Data’ button located at the bottom of the screen.
4. Once the competencies are showing on the right-hand side of the screen, they are connected to your Learning Opportunity or Assessment. This will then display the competencies on your credential.

Connecting Competency Frameworks to a Credential

1. To connect your new competency framework to the appropriate credential, you will add the framework to a Requires Condition Profile. First search for the target credential to connect your framework to.
2. Select the appropriate Credential and choose to ‘Edit’ the profile.

3. From the editor, open the ‘Conditions and Requirements’ tab. Once the tab has expanded select the green ‘Add new Requirements’ button located under ‘Requirements’.

4. Once the new Requirement Profile has opened, scroll to the bottom of the profile to find the Competency Search. From the search, you will search for the applicable Competency Framework to be connected to the credential.
5. Selecting your framework will direct you back to the Competency Editor. Once back to the editor, to select all competencies, click on the square box located below the framework name, and to the left of the ‘add’ button. Once the competencies have been selected, click the ‘add’ button.
   a. After selecting the ‘add’ button, you will see your competencies listed on the right-hand side of the screen.

6. Once the competencies are showing on the right-hand side of the screen, they are connected to your Credential. This will then display the competencies on your credential.