

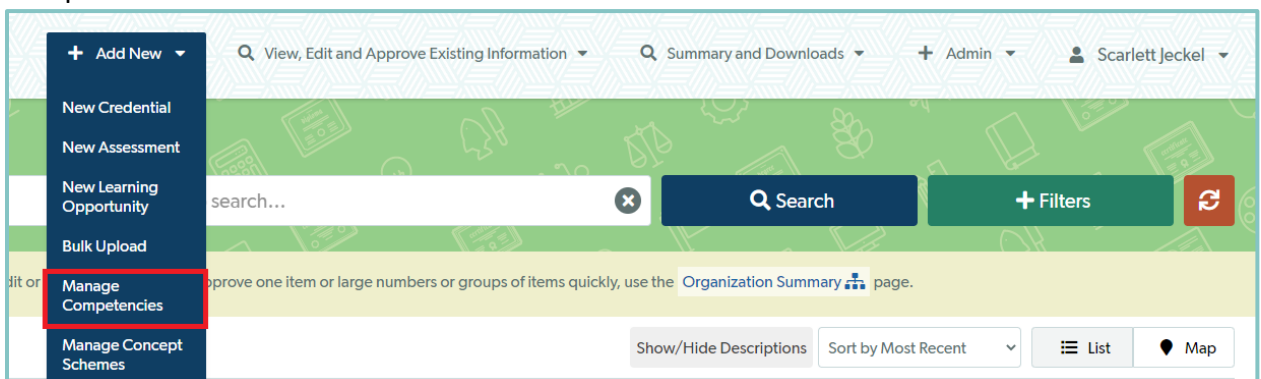
Credential Engine Competency Editor Instructions

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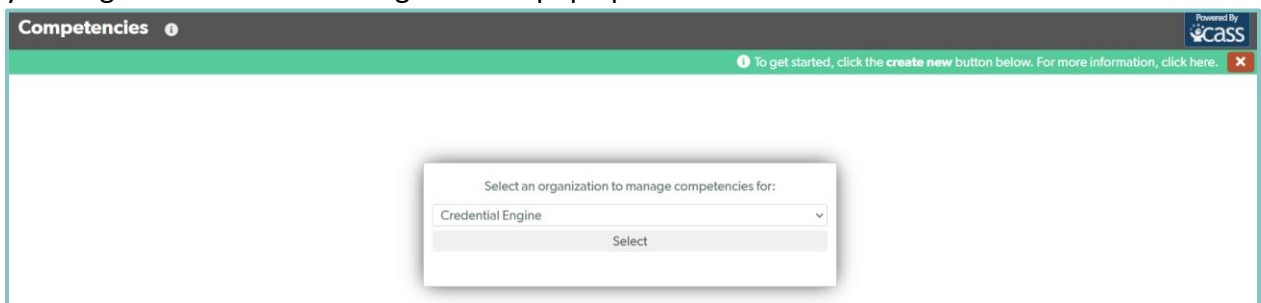
The below instructions are for the entry of competency frameworks to publish to the Credential Registry. We encourage users to add any relevant information to their competency frameworks. For further instructions or questions, please contact Scarlett Jeckel sjeckel@credentialengine.org.

Entering New Competency Frameworks

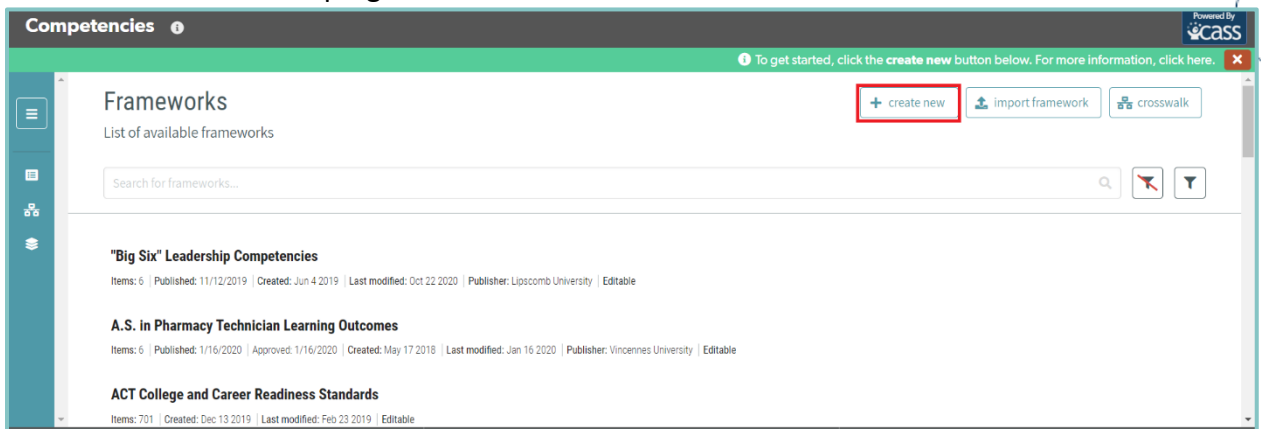
1. Once your organization has been approved to begin publishing, you will access the Credential Engine Publisher here: <https://credentialengine.org/publisher>. You will log in using the same login credentials you created in the Accounts System.
2. Select the 'Add New' dropdown menu at the top of the page, and then select 'Manage Competencies'



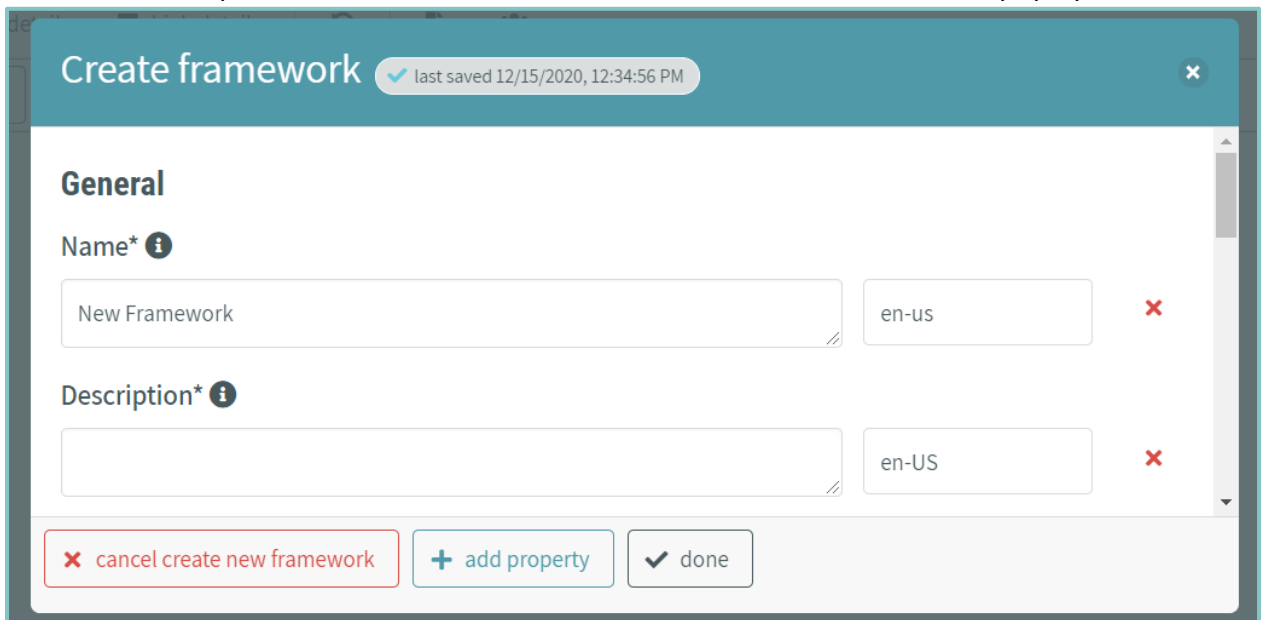
3. You will be directed to the Competency Framework search and editor. First, you choose your organization from the Organization pop up.



- 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.

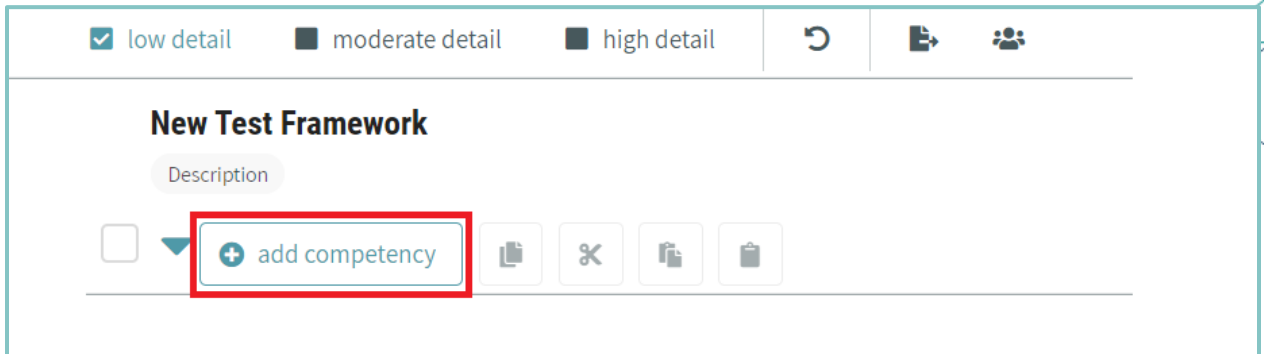


- Once you are directed to the Competency Framework Editor, you will enter the name and description of your framework under the 'General' pop up. After entering your name and description, select the 'done' button located at the bottom of the pop up.



- 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.



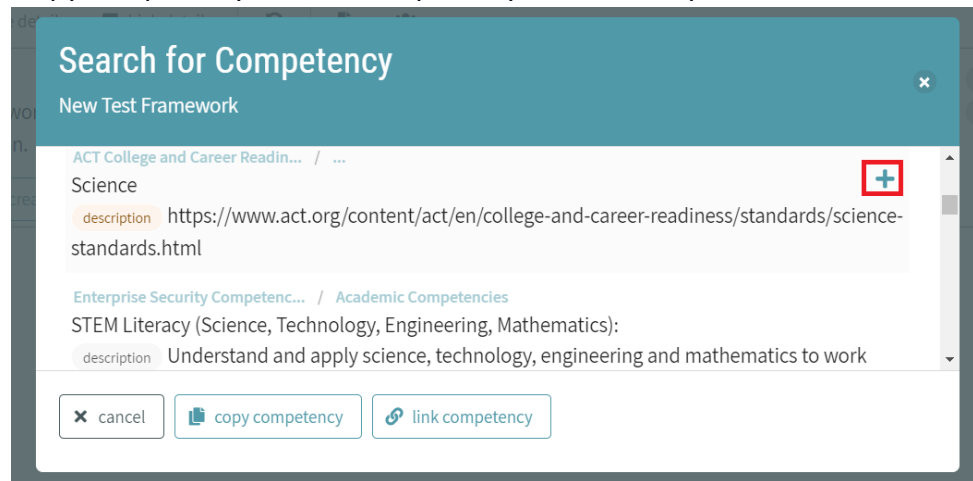
- a. After selecting 'add competency' you have the option to 'create new' or 'search competencies'.
 - i. Create New – will prompt a new competency pop up to enter in the competency text. After entering your competency text, select the 'done' button located at the bottom of the pop up.



- 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.



Search for Competency

New Test Framework

ACT College and Career Readiness Standards for Science

description <https://www.act.org/content/act/en/college-and-career-readiness/standards/science-standards.html>

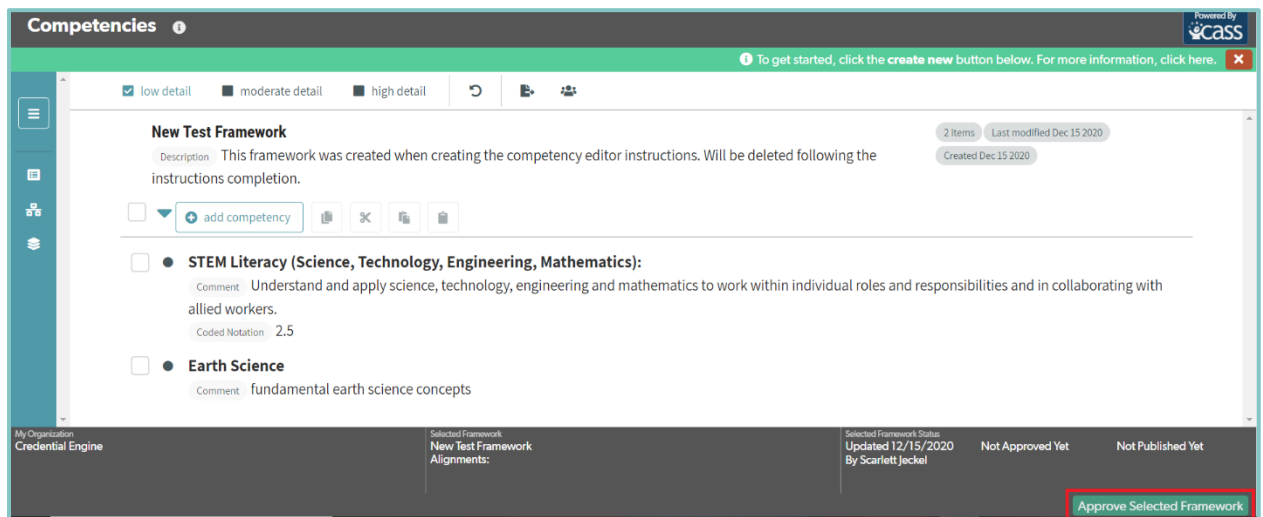
Enterprise Security Competencies / Academic Competencies

STEM Literacy (Science, Technology, Engineering, Mathematics):

description Understand and apply science, technology, engineering and mathematics to work

cancel copy competency link competency

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.



Competencies

To get started, click the **create new** button below. For more information, click [here](#).

low detail moderate detail high detail

New Test Framework

Description This framework was created when creating the competency editor instructions. Will be deleted following the instructions completion.

add competency

STEM Literacy (Science, Technology, Engineering, Mathematics):

Comment Understand and apply science, technology, engineering and mathematics to work within individual roles and responsibilities and in collaborating with allied workers.

Coded Notation 2.5

Earth Science

Comment fundamental earth science concepts

My Organization Credential Engine

Selected Framework: New Test Framework Alignments:

Selected Framework Status: Updated 12/15/2020 By Scarlett Jeckel

Not Approved Yet Not Published Yet

Approve Selected Framework

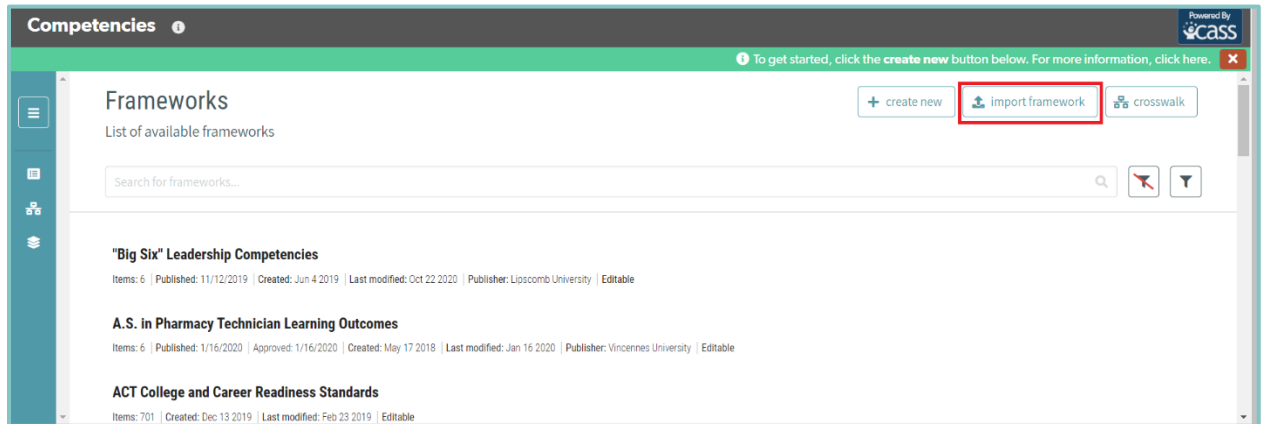
9. Approving your framework will notify the Credential Engine team of the approval and will publish the framework.



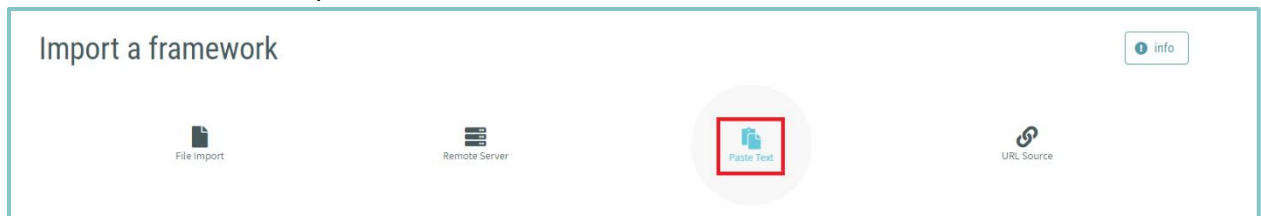
Entering a Competency Framework via Copy/Paste Import

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.

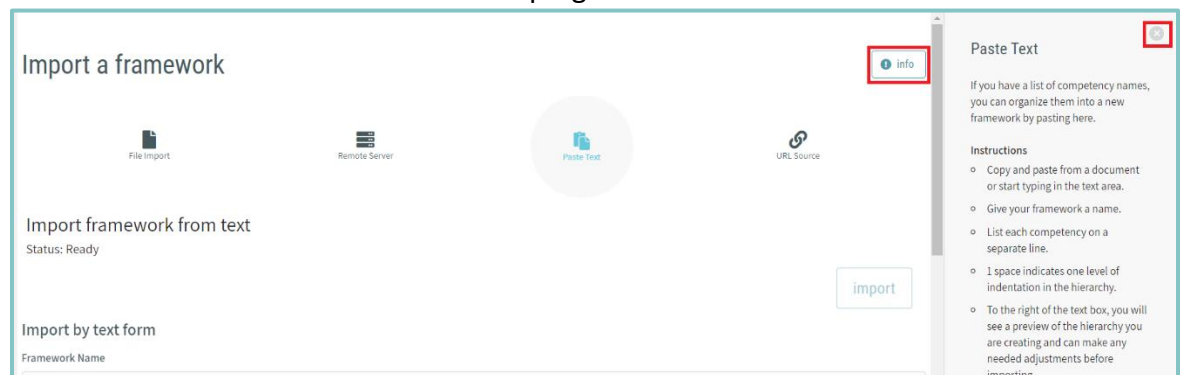
1. Select the 'import framework' button located at the top right-hand side of the screen.



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



'Paste Text' box below the name.

Import by text form

Framework Name

Competency Framework

Paste Text

Start typing or paste your text here...

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

Import by text form

Framework Name

Competency Framework

Paste Text

devices).

1.H. Coordinate patient flow within the facility (e.g., scheduling, patient registration and verification, check-in/check-out, patient referrals).

1.I. Provide initial and ongoing end-user training of EHR software to maintain competency (e.g., for new hires, upgrades and deployments).

1.J. Share information about updates to EHR software and the implications for workflow.

1.K. Identify data discrepancies within and among multiple EHRs, practice management systems, and other software systems.

1.L. Report or reconcile data discrepancies within and among multiple EHRs, practice management systems, and other software systems.

1.M. Provide support to patients regarding their use of patient portals (e.g., basic introduction, explain utility, grant access, navigation help).

Credential Engine.
Credential Engine

cancel

- 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.

Import by text form

Framework Name

Competency Framework

Paste Text

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).

1.D. Retrieve patient information from internal databases (e.g., provider database, financial database) to integrate into a patient's EHR.

1.E. Acquire patient data from external sources (e.g., diagnostic laboratories, ancillary facilities, other health care providers, other EHR systems).

1.F. Import information into the EHR from integrated devices (e.g., scanners, fax machines, e-

Credential Engine.
Credential Engine

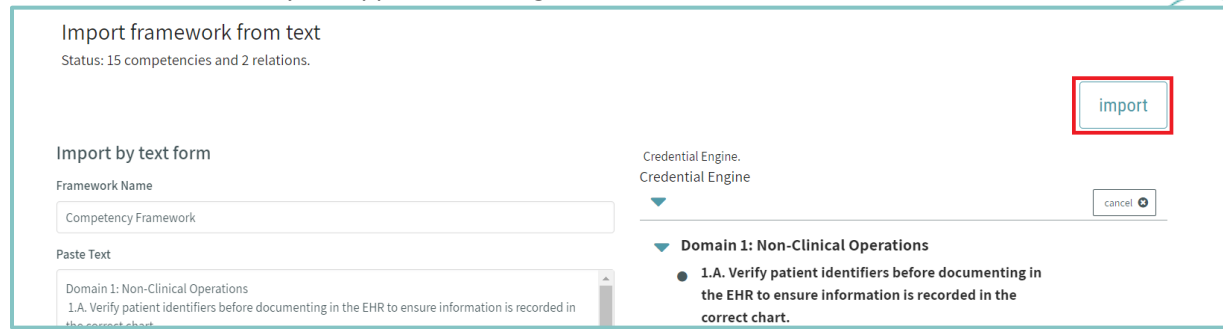
cancel

- ▼ 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).
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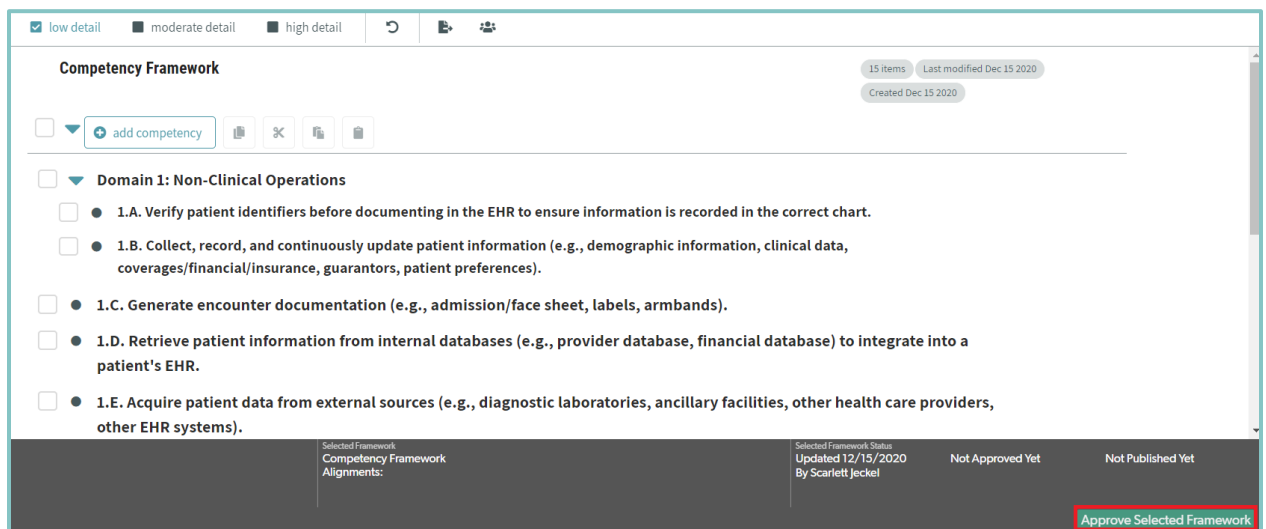
5. When your framework has been copied and pasted into the text box and is ready for upload, select the 'import' button located above your bulleted list.
 - a. **Please note that following importing your framework, you can make updates at any time, by selecting your framework from the Framework Search. This will direct you to the*



manual editor to make your applicable changes.



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.

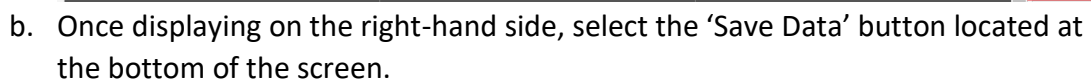
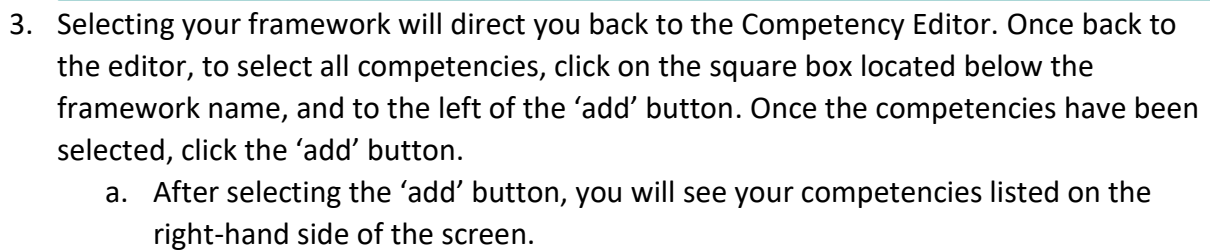


7. Approving your framework will notify the Credential Engine team of the approval and will publish the framework.

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.





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.

ServSafe Food Protection Manager Certification

National Restaurant Association
Certification

Edit
Review
Finder

Basic Info	Location Info	More Info
<p><a>Connect to this Credential</p> <p>About this Credential</p> <p>The ServSafe Manager Certification verifies that a manager or person-in-charge has sufficient food safety knowledge to protect the public from foodborne illness. Individuals that successfully pass the 90-question, multiple-choice exam will receive a ServSafe Manager Certification and wallet card. The ServSafe Manager Certification is accredited by the American National Standards Institute (ANSI) under the Conference for Food Protection Standards.</p> <p>Estimated Time to Earn</p> <p>Minimum: 8 hours Maximum: 16 hours Exact duration based upon state and local regulatory information.</p>	<p><a>Available Online</p> <p><a>Location Listing</p> <p>Jurisdiction</p> <p>This credential can be used in:</p> <ul style="list-style-type: none"> United States <p>Owned By</p> <p>National Restaurant Association</p> <p>Since 1919, the National Restaurant Association has been the leading business association for the restaurant industry, which comprises more than 1 million restaurant and foodservice outlets and a workforce of 14.7 million employees. We represent the industry in Washington, D.C., and advocate on its ...</p> <p>Offered By Owned By</p>	<p>Competencies</p> <p>28 Assesses 28 Competencies</p> <p>5 Teaches 5 Competencies</p> <p>Quality Assurance</p> <p>1 Quality Assurance</p> <p>1 Owner's Quality Assurance</p> <p>Requirements and Recommendations</p> <p>1 Requires 1 Assessment</p> <p>1 Requires 1 Learning Opportunity</p> <p>1 1 Renewal Requirement</p>

Connecting Competency Frameworks to a Credential

- I. 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.

Search

Credentials

Credentials

Organizations

Assessments

Learning Opportunities

Competency Frameworks

Pathways

Pathway Sets

Concept Schemes

Condition Manifest

Cost Manifest

For

Start typing to search...

Search + Filters

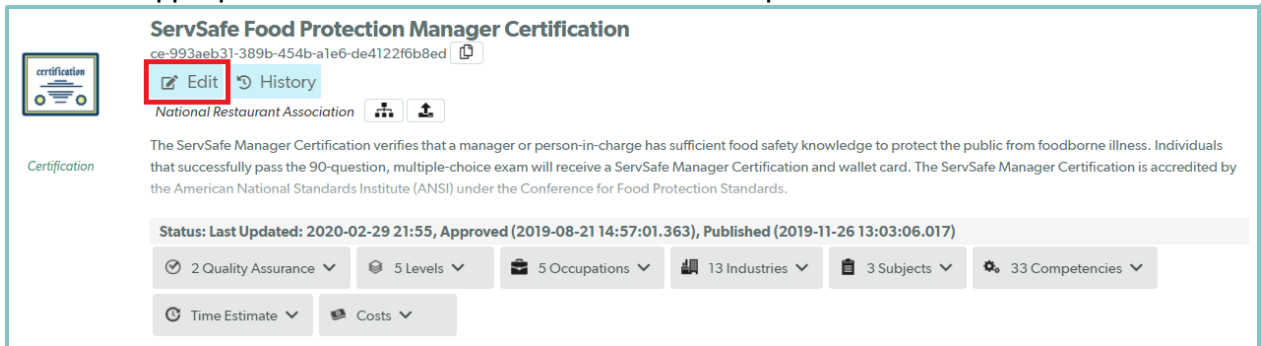
Show/Hide Descriptions Sort by Most Recent List Map

National Leadership

29d549c

ificate Program prepares aspiring school administrators with current scientific research, pedagogy, and instructional technology

2. Select the appropriate Credential and choose to 'Edit' the profile.



ServSafe Food Protection Manager Certification
ce-993aeb31-389b-454b-a1e6-de4122f6b8ed

[Edit](#) [History](#)

National Restaurant Association

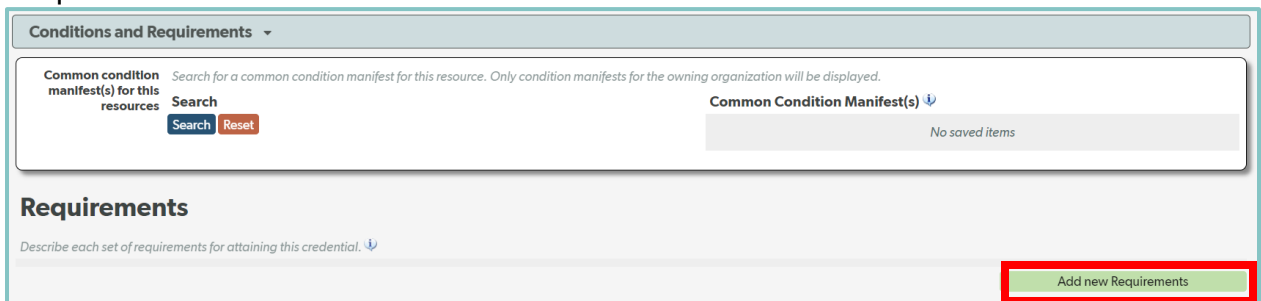
The ServSafe Manager Certification verifies that a manager or person-in-charge has sufficient food safety knowledge to protect the public from foodborne illness. Individuals that successfully pass the 90-question, multiple-choice exam will receive a ServSafe Manager Certification and wallet card. The ServSafe Manager Certification is accredited by the American National Standards Institute (ANSI) under the Conference for Food Protection Standards.

Status: Last Updated: 2020-02-29 21:55, Approved (2019-08-21 14:57:01.363), Published (2019-11-26 13:03:06.017)

2 Quality Assurance 5 Levels 5 Occupations 13 Industries 3 Subjects 33 Competencies

Time Estimate Costs

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'.



Conditions and Requirements

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

Search Search Reset

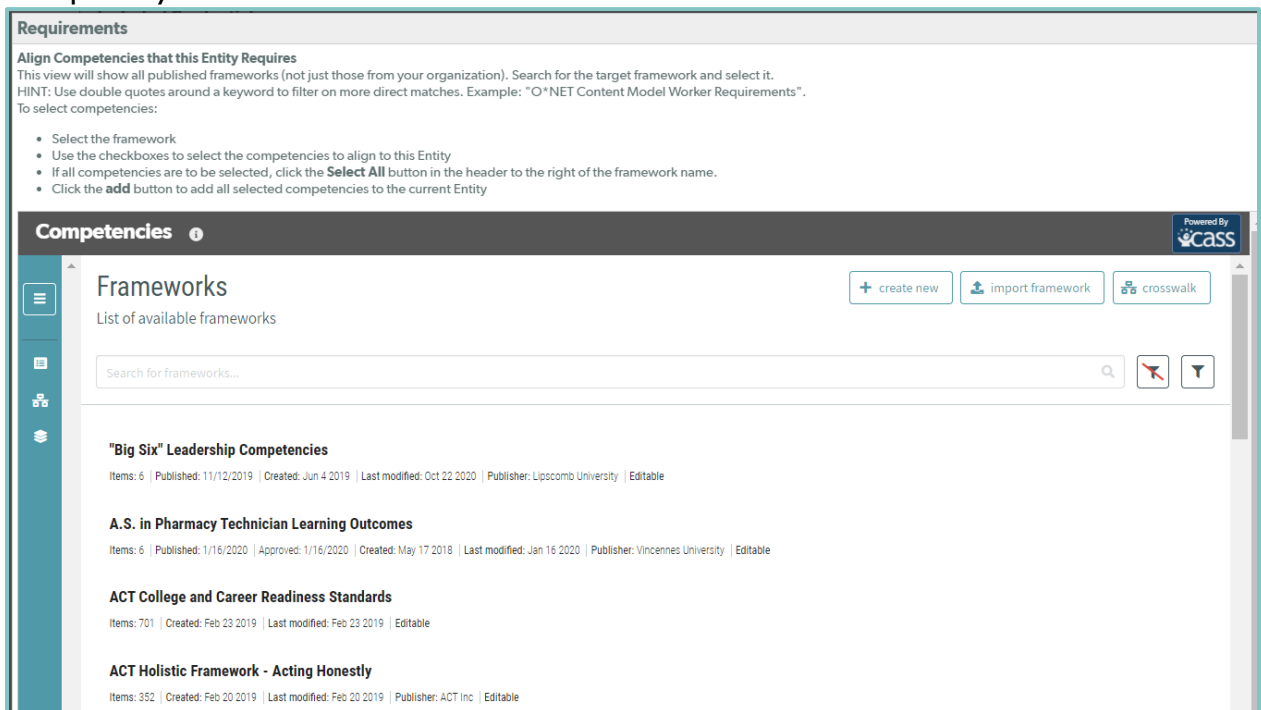
Common Condition Manifest(s) No saved items

Requirements

Describe each set of requirements for attaining this credential.

[Add new 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.



Requirements

Align Competencies that this Entity Requires
This view will show all published frameworks (not just those from your organization). Search for the target framework and select it.
HINT: Use double quotes around a keyword to filter on more direct matches. Example: "O*NET Content Model Worker Requirements".
To select competencies:

- Select the framework
- Use the checkboxes to select the competencies to align to this Entity
- If all competencies are to be selected, click the **Select All** button in the header to the right of the framework name.
- Click the **add** button to add all selected competencies to the current Entity

Competencies

Frameworks
List of available frameworks

+ create new import framework crosswalk

Search for frameworks...

"Big Six" Leadership Competencies
Items: 6 | Published: 11/12/2019 | Created: Jun 4 2019 | Last modified: Oct 22 2020 | Publisher: Lipscomb University | Editable

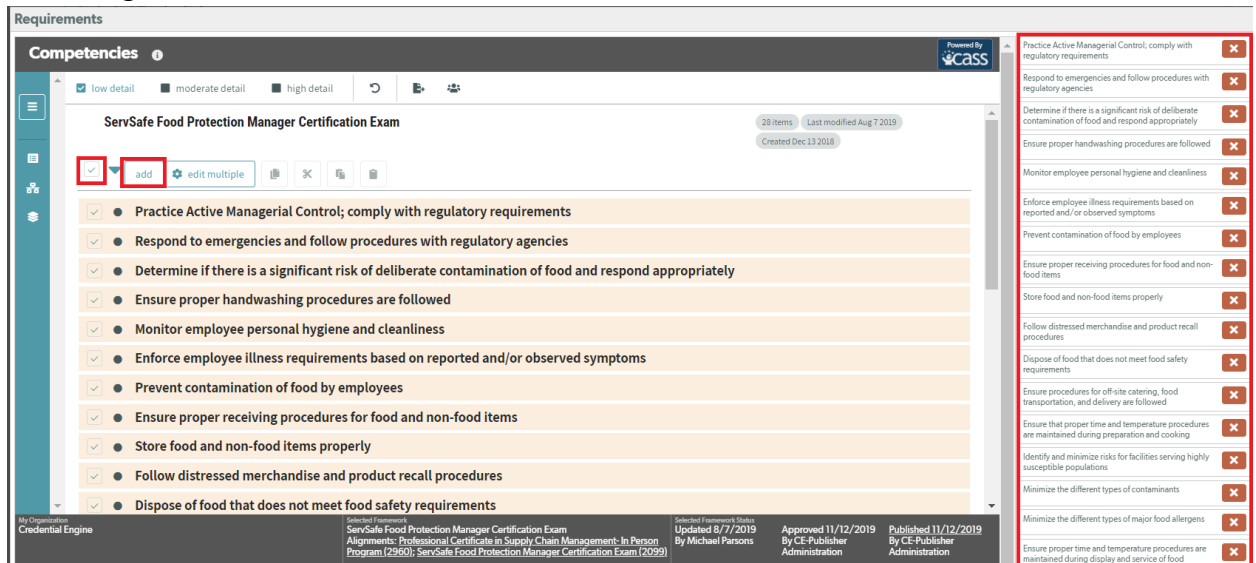
A.S. in Pharmacy Technician Learning Outcomes
Items: 6 | Published: 1/16/2020 | Approved: 1/16/2020 | Created: May 17 2018 | Last modified: Jan 16 2020 | Publisher: Vincennes University | Editable

ACT College and Career Readiness Standards
Items: 701 | Created: Feb 23 2019 | Last modified: Feb 23 2019 | Editable

ACT Holistic Framework - Acting Honestly
Items: 352 | Created: Feb 20 2019 | Last modified: Feb 20 2019 | Publisher: ACT Inc | Editable



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.



Requirements

Competencies

low detail moderate detail high detail

ServSafe Food Protection Manager Certification Exam (28 items, Last modified Aug 7 2019, Created Dec 13 2018)

☒ **add**

- Practice Active Managerial Control; comply with regulatory requirements
- Respond to emergencies and follow procedures with regulatory agencies
- Determine if there is a significant risk of deliberate contamination of food and respond appropriately
- Ensure proper handwashing procedures are followed
- Monitor employee personal hygiene and cleanliness
- Enforce employee illness requirements based on reported and/or observed symptoms
- Prevent contamination of food by employees
- Ensure proper receiving procedures for food and non-food items
- Store food and non-food items properly
- Follow distressed merchandise and product recall procedures
- Dispose of food that does not meet food safety requirements

Regulatory Requirements

- Practice Active Managerial Control; comply with regulatory requirements
- Respond to emergencies and follow procedures with regulatory agencies
- Determine if there is a significant risk of deliberate contamination of food and respond appropriately
- Ensure proper handwashing procedures are followed
- Monitor employee personal hygiene and cleanliness
- Enforce employee illness requirements based on reported and/or observed symptoms
- Prevent contamination of food by employees
- Ensure proper receiving procedures for food and non-food items
- Store food and non-food items properly
- Follow distressed merchandise and product recall procedures
- Dispose of food that does not meet food safety requirements
- Ensure procedures for off-site catering, food transportation, and delivery are followed
- Ensure that proper time and temperature procedures are maintained during preparation and cooking
- Identify and minimize risks for facilities serving highly susceptible populations
- Minimize the different types of contaminants
- Minimize the different types of major food allergens
- Ensure proper time and temperature procedures are maintained during display and service of food

My Organization: Credential Engine

Selected Framework: ServSafe Food Protection Manager Certification Exam

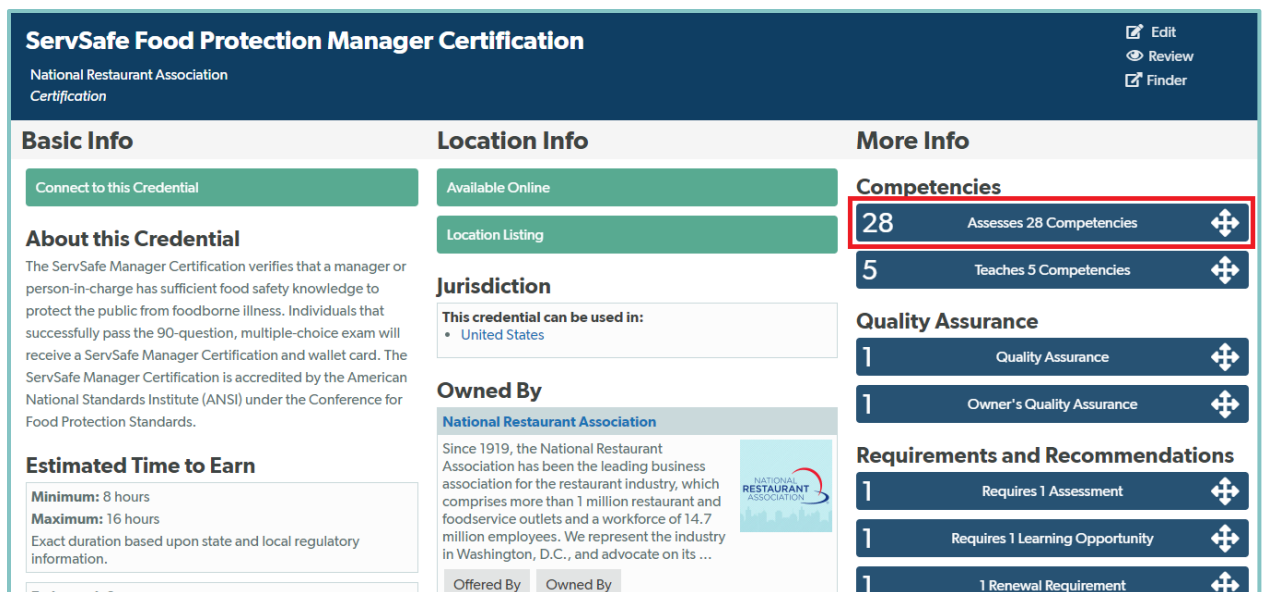
Alignments: Professional Certificate in Supply Chain Management- In Person Program (29550); ServSafe Food Protection Manager Certification Exam (29550)

Selected Framework Status: Updated 8/7/2019 By Michael Parsons

Approved 11/12/2019 By CE-Publisher Administration

Published 11/12/2019 By CE-Publisher Administration

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.



ServSafe Food Protection Manager Certification

National Restaurant Association
Certification

Edit
Review
Finder

Basic Info

Connect to this Credential

About this Credential

The ServSafe Manager Certification verifies that a manager or person-in-charge has sufficient food safety knowledge to protect the public from foodborne illness. Individuals that successfully pass the 90-question, multiple-choice exam will receive a ServSafe Manager Certification and wallet card. The ServSafe Manager Certification is accredited by the American National Standards Institute (ANSI) under the Conference for Food Protection Standards.

Estimated Time to Earn

Minimum: 8 hours
Maximum: 16 hours
Exact duration based upon state and local regulatory information.

Location Info

Available Online
Location Listing

Jurisdiction

This credential can be used in:

- United States

Owned By

National Restaurant Association

Since 1919, the National Restaurant Association has been the leading business association for the restaurant industry, which comprises more than 1 million restaurant and foodservice outlets and a workforce of 14.7 million employees. We represent the industry in Washington, D.C., and advocate on its ...

Offered By
Owned By

More Info

Competencies

28 Assesses 28 Competencies

5 Teaches 5 Competencies

Quality Assurance

1 Quality Assurance

1 Owner's Quality Assurance

Requirements and Recommendations

1 Requires 1 Assessment

1 Requires 1 Learning Opportunity

1 1 Renewal Requirement