Publish Your Organization to the Credential Registry

States across the U.S. are working with Credential Engine to publish information about credentials that are offered, approved, or funded by the state to the Credential Registry. The Registry is a data store that collects, maintains, and connects information on all types of credentials, registered apprenticeships, occupational licenses, and programs. States and product and service providers use the Registry to provide *complete* information on all the credentials available to learners, job seekers, and workers looking to upskill and reskill for in-demand jobs. And we offer an online Credential Finder tool available for *anyone* to view and explore the information stored in the Registry.

It is essential that the information about your organization, learning opportunities, and the credentials you issue or help individuals prepare for are **current** and **accurate**. States routinely publish information on the credentials offered by institutions of higher education and organizations recognized as Eligible Training Providers to serve participants of Workforce Innovation and Opportunity Act (WIOA), the U.S. federal workforce training program. And states are using data in the Credential Registry to build their own tools to share training opportunities with their states' residents.

By creating and maintaining your own account, you can ensure that information about your organization is reflected accurately on the Registry and can be updated, by you, when changes occur. Creating an account takes just a few minutes and publishing to the Credential Registry is free. You can create your account here. If you already have an account, the Forgot Password function will assist with logging into your account. In addition to creating your organization's account, it's recommended that you publish your campus or training locations and the credentials you offer. The more information you provide, the more your organization, learning opportunities, and credentials can be found on the open web.

The benefit of creating an account and sharing information in the Credential Registry is simple, has great value, and yields numerous benefits to you:
1. Inclusion in the largest Registry of linked, open and interoperable data about providers, credentials, competencies, and related essential data anywhere.
2. By publishing once, your information will be available to all states, countries, and providers so more people will find the education, training, and credentials you offer.
3. Credential Engine does not harvest information about credentials, so you'd have "ownership" of the publicly available and essential data about the credentials you offer in the marketplace.

4. More tools are being developed that will consume and utilize these data, including which in-demand credentials meet the current workforce needs of employers, and your information needs to be accurate and well reflected in those tools.

5. With your credentials in the Registry, you'll have the ability to publish your own pathways across the credentials you offer, as well as with credentials from other providers and credentials that precede and succeed yours.

6. Your credentials will also be more easily included in the emerging number of "Learning and Employment Records" (LERs) around the country, and around the world.

7. The technology behind the Registry ensures that you can publish and preserve each version of your credentials as they evolve and change.

8. The technology also supports durable historic records of your credentials over time so that they are always available for inclusion in and association with learning and employment records.

9. Your use of APIs to publish to the Registry will ensure that your data always remain updated, complete, and current.

10. In sum, including your—and all-credentials as public, linked, open data empowers everyone looking for education and training options with the data they need to make well-informed decisions.

Steps to Creating Your Organization's Account

1. Create an account in the [Credential Engine Accounts System](#). View our [Getting Started Guide](#) for step-by-step guidance on how to create your account.

2. Enter your Organization's information.
- Enter the required information for your organization, and select 'Save and Submit for Approval'. The required information for your organization, include:
    - Name of your organization
    - A description of your organization
    - The type of organization you represent (e.g., educational institutions or credentialing organizations)
    - The sector your represent (e.g., public or private)
    - A link to your organization's webpage
    - Contact information, like address or email

The Credential Engine team will be notified that you've created an organization account. Upon receiving approval of your account, you can then [log-in](#), access your account dashboard, and provide additional information about your organization, as well as publish credentials to the Registry.

Steps to Publish to the Credential Registry

1. Log into the [Credential Publisher](#)
   - Using the same login credentials you created when setting up your use account, log into the [Credential Publisher](#). The Credential Publisher site houses the Credential Engine Publishing Tools.

2. Enter Credential Data
   - There are three main ways to publish credential information to the Registry - manually entering information about your credentials, uploading information about your credentials, or directly publishing to the Registry Via the Credential Registry Assistant Publishing API. Learn more about using this API [here](#).

     ### Manual Entry Publishing Tool
     Once logged in, select the 'Add New' drop-down menu at the top of the screen. From the drop-down menu select 'Credential' below the gray 'Manual Entry' text. This will redirect you to the Manual Editor where you will be prompted to enter the [Minimum Required Data](#) to publish to the Registry.
     1. Enter the minimum required data for your Credential and then select 'Save Data' located at the bottom of the screen.
     2. This will refresh the page and the additional property tabs will appear. Each tab expands and you can continue to add additional data describing the Credential.
     3. After entering all applicable data for the Credential, select 'Save Data' located at the bottom of the screen.

     ### Bulk Upload Publishing Tool
     Once logged in, select the 'Add New' drop-down menu at the top of the screen. From the drop-down menu select 'Credential' below the gray 'Bulk CSV Upload' text. This will redirect you to the [Bulk Upload Publishing Tool](#) where you will find the publishing process broken down into 5 user friendly steps.
     1. Complete Your Organization
        a. From here you will find information about your organization including; the CTID and Address Id's.
     2. Download Your Template Spreadsheet
     3. Populate Your Template Spreadsheet
        a. Here you will find additional instructions and information on how to format and input data into your spreadsheet template.

4. Upload Your Data
   a. Once you've filled out your spreadsheet and it is ready for upload, save the file as a .csv file. Select 'Choose File' to upload your file, and select the 'Preview' button to the right of the file text.
   b. Below an iFrame will display where you can easily view the data you've uploaded. Scrolling down the screen, below the iFrame, you will select the 'Save Data to the Publisher' button.
   c. Once the data has been uploaded, a green success message will appear.

3. Review and Approve Your Credential and Assessment Data
   ● When the data is ready to be published and made available on Credential Finder, you will need to Approve your Organization and Credential data to be published. This will notify the Credential Engine team of the approval and they will publish the data..
        i. Login to the Credential Publisher, using the same Credential Engine Account login.
       ii. Navigate to the Organizations Page, by selecting the 'View, Edit, and Approve Existing Information drop-down, and select 'Organizations'.
      iii. From the Organization search, select the 'Summary' button located below your organization name. This will redirect you to the Organization Summary page to approve your Credential and Assessments. Select the data ready to be approved to be published, and select the 'Approve all Selected Items' button located at the bottom of the screen.
   ● Once published to the Credential Registry you will receive an email notification of data being published and be able to see the information via the Credential Finder.

Learn more about Credential Transparency Powered by the CTDL and Credential Registry here.

Learn more about state and regional partnerships with Credential Engine here.

If you have any questions or need assistance, please contact us at info@credentialengine.org.