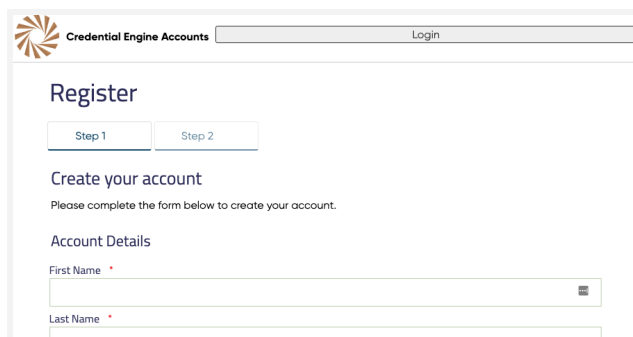# Credential Registry Certification Publication Instructions

Reach out to us at publishing@credentialengine.org at any time for guided assistance available to all publishers. Credential Engine also provides services to accelerate your publishing process if needed. See our FAQ.
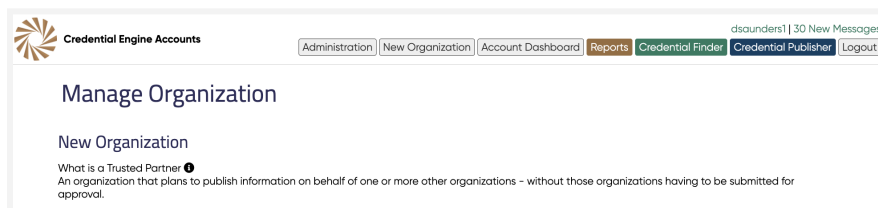
1. Create a user account

Using your name, email, username, title, and phone number. You will agree to a few policies (see detail at bottom).

2. Once logged in, create an organization account

Only one org account is needed per organization. (see instructions)

    a. Select **We will be publishing data to the Registry**

        i. Publishing Roles: If you are publishing…

            1. your own credentials: **Credential Organization**

            2. on behalf of one or more other organizations: **Third-Party Publisher**

      ii.   Publishing Method: Determine manual or bulk upload.

1. If you are only adding a few certifications, you may like the form-style **manual entry.**

2. For more than 10 certifications or if you're more comfortable with spreadsheets, select the CSV **bulk upload**. This option requires specifying one or more organizations that own (as opposed to only offer) the credentials.

3. If you've got the capability, publish by **Registry Assistant API**

b. Unless you plan to pull data from our site using an API, bulk download, or through a widget, don't select We will be consuming data from the Registry

c. Fill out the required organization properties and select **Save and Submit for Approval**.

    i.   Organization Name

    ii.   Website URL

    iii.   Description

    iv.   FEIN

    v.   Phone

    vi.   Org email address

    vii.   Physical address

    viii.   Sector (e.g., private, public)

    ix.   Type(s) (e.g., certification body, two-year college, vendor)

    x.   Estimated number of credentials to be published

d. Credential Engine will be notified and quickly **approve your account**. You can always update your information and add users on [My Dashboard](#) by hitting edit .

e. Once approved, you can add a **third party publisher** to publish on your behalf if you have one. On the dashboard, select the Third Party Publishing tab.

3. Review the [list of properties](#)

a. Determine which [properties](#) make the most sense for your organization. You will need all required properties and we recommend the in-demand ones too. Do not sweat the recommended properties.

b. Begin to source the information. We recommend collecting it before starting the upload process. Clarification on a few key properties:

   i. **Credential Type**. See our [differentiation](#). Some key distinctions:

   1. **Certifications** are time-limited, revocable, and renewable

   2. **Certificates** do not have those characteristics.

   3. **Licenses** are awarded by a government agency or other legal authority, typically through a combination of attainments, and on a time-limited basis

   4. **Badges** should be used when a badge is not any of the other types. If your certification, certificate, etc. issues a badge to students for that particular achievement (i.e. not a badge that is *part of* the certificate), you can add a property (Verification Service Profile) to indicate that the certification issues its own badge. You would still select Certification for the type.

   ii. **Owned By or Offered By.** Often a credential will be owned by one or more organizations and offered by several other organizations.

   1. Owned By: Organization or person with an enforceable claim or legal title to the resource. It does not not include credential holders.

   2. Offered By: Agent that offers the resource.

   iii. **CTID:** Credential Registry generates this for you. The CTID is the equivalent of a version identifier for the resource. You may also add your organization's identifier for the credential as an **Identifier** (any ID code) or **Credential Identifier** (globally unique ID code).

4. Upload Certifications! Choose from manual, bulk, or open badge upload.

If you already use digital badges for your credentials, you can now upload them directly to the Registry! Badge platforms that follow the Open Badge standard are eligible, including Credly and Canvas Credentials (formerly Badgr). See our instructions for this process here. Otherwise, proceed to choosing between manual and bulk upload below.

Navigate to https://apps.credentialengine.org/publisher/ and use the dropdown on the top left.

Choose bulk upload if you have more than a few credentials to publish and/or you already have a pre-filled upload template.

Select **Credential.** If you don't have credentials, reach out to publishing@credentialengine.org for help with the other types. Allow the page a moment to load. ⏳
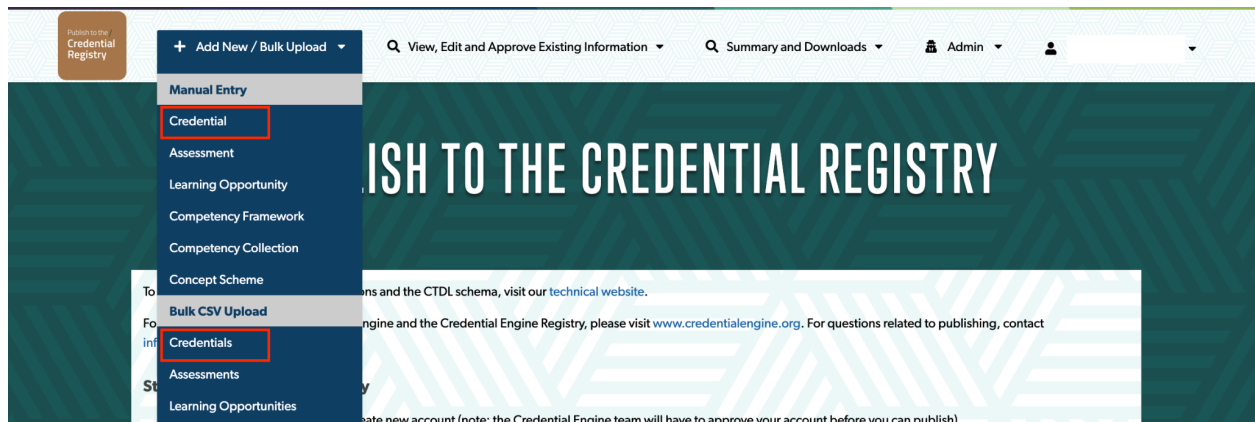
a. **Manual Upload**

i. Required properties are in red and correspond to the required properties on the [list of recommended properties](#).

You'll likely want to focus only on the following categories since this is an extremely comprehensive form. When you have saved information in any of these categories, they will turn green so you can find them more easily later.

ii. When you're done, **select 'Save this Data' located at the bottom of the editor**. To approve the data to be published, please use the Review and Approve your data instructions below.

OR

b. **Bulk Upload**

   i. **[See our Certification Bulk Upload Instructions](#)**

5. Review and Approve Your Certification Data

a. **Start at the Organization Summary page.**

   i. To get there if you've navigated away:

1. Login to the Credential Publisher, using the same Credential Engine Account login.
2. Navigate to the Organizations Page, by selecting the **View, Edit, and Approve Existing Information** drop-down, and select 'Organizations'.
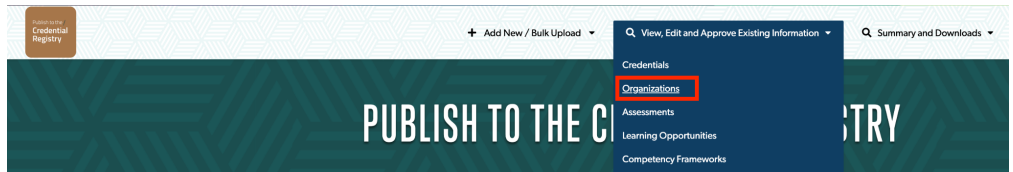


3. No need to search, select Organization Summary page
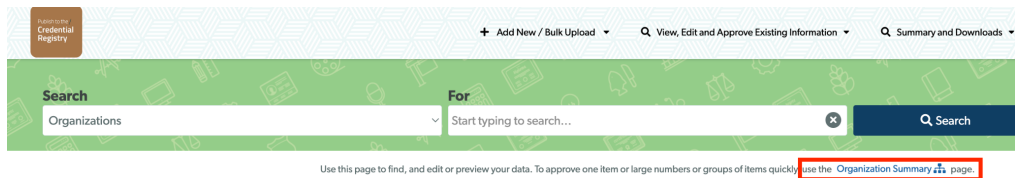
ii. You can approve all of the information uploaded at once in the Publishing System. Once you approve and publish it and you'll receive an email notification and be able to see the information via the Credential Finder in 30 minutes. Follow these instructions to Approve your Organization and Credential data to be published.

1. First approve your organization through the green buttons on the right hand side of the screen.
2. Switch to the Credentials tab.
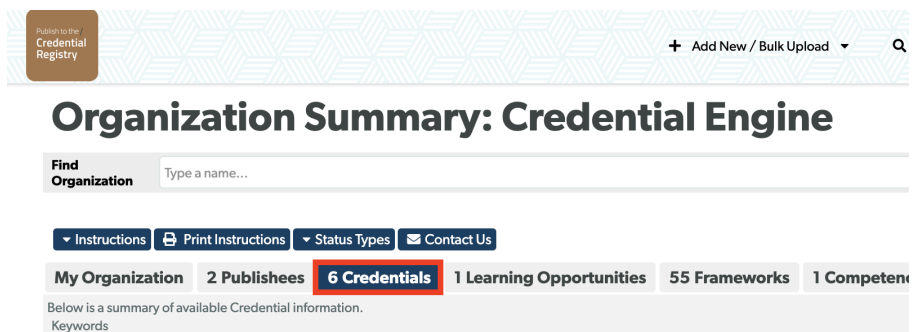
3. Select the data ready to be approved to be published, and select the **Approve all Selected Items** button located at the bottom of the screen.
4. Credential Engine will publish your credentials and send you an email confirmation.
5. 🏁 **You did it!**

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6. Maintain and Grow Your Data

    a. You can always come back and add more properties to your credentials.

    b. We greatly encourage adding supplementary information as well, which are happy to advise on, including:

        i. Competencies and competency frameworks

        ii. Learning Opportunities

        iii. Assessments

        iv. And much more!

    c. Please set a process to periodically review your credential information. We will check in at increments to make sure information stays current.

Short Policy Descriptions for Creating a User Account

- Privacy Policy: how we use your account information.
- Terms of Use: how to use the website legally, your rights, disclaimers, etc.
- Publisher's Agreement: publishers will upload the required properties, information will remain accurate and current, publishers have permission or rights to upload it, publishers may not upload any personal information about individuals, etc.
- Minimum data policy: Descriptions of required, recommended, and optional properties:
  - Required: These terms must be included to publish to the Registry.
  - Recommended Benchmark: These terms are best practices to publish information to the Registry. In part, they are based on the type of credential. Recommended Benchmarks are valuable to employers, students, application developers, state agencies, and others.
  - Optional: These terms are optional for publishing to the Registry, but may only be useful in some circumstances.
- Currency Policy: For each credential published, the entity issuing that credential will be asked for an estimate of how frequently the information about that credential is likely to change. If there have been no updates provided in that timeframe, Credential Engine will automatically follow up with the owner to confirm that the existing information remains accurate. If changes need to be made, the owner, working with Credential Engine, will determine if a new

version is warranted or not. If no changes are made, the currency clock on that credential is reset. If Credential Engine cannot contact the owner, actions may be taken to protect data consumers from seeing outdated data.

Additional Credential Engine Publishing Resources

A. Bulk Upload Publishing Guidance
B. Publishing to the Credential Registry Webinar Recording
C. Credential Engine CTDL Types List
D. Credential Engine Competency Editor Instructions
E. Publishing and Editing Competencies in the Credential Registry Demonstration
F. Approving Organization and Credential Data to be Published

If you have any questions or need assistance, please contact publishing@credentialengine.org.