

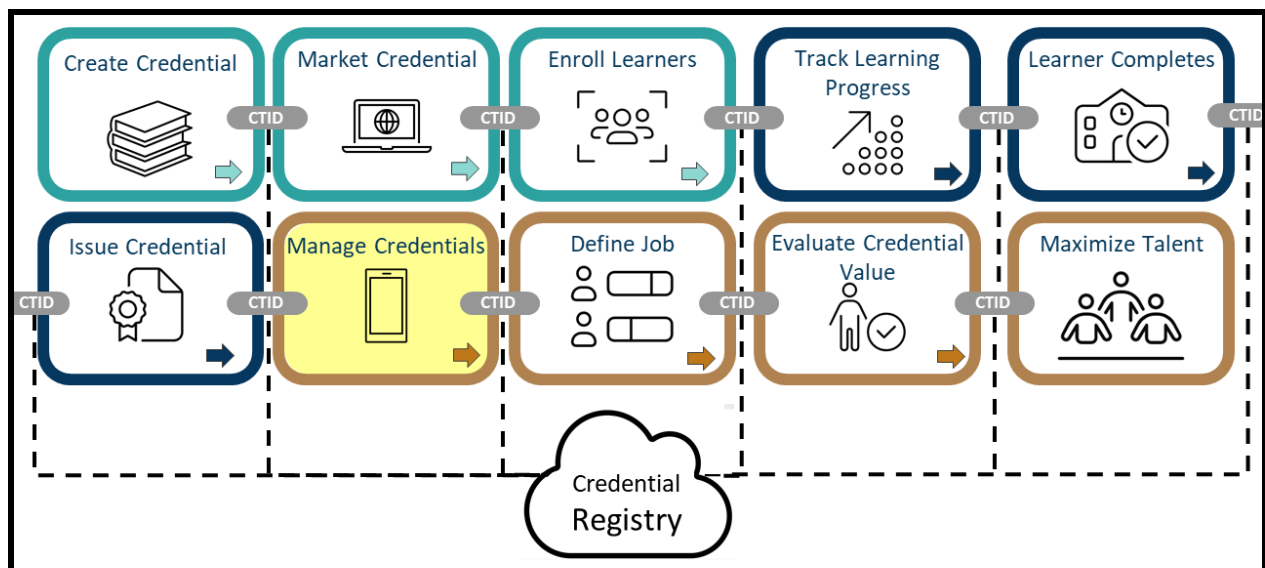


## Lifecycle Phase: Manage Credentials

Once issued, credential earners are tasked with managing their personal credentials to realize the benefits from obtaining them. The Credential Transparency Description Language (CTDL), as a standard language for describing credentials across various stakeholders and systems, empowers credential earners by enhancing the connectivity and usability of their credential information. CTDL ensures clear and referenceable credential information, facilitates alignments with non-credential information such as job requirements, and enhances interoperability between various credentialing and employment systems.

When credentials are issued digitally and described using CTDL, a variety of applications can assist credential earners in storing, managing, and sharing their personal educational and professional credentials. These tools enable earners to organize their achievements around in-demand competencies and skills, identify local job opportunities tailored to their qualifications, and create customized views of their achievements for specific job opportunities. Some tools use additional CTDL information from the Credential Registry to highlight how an individual's credentials align with in-demand competencies, industry frameworks, and career pathways. CTDL also helps evaluators, such as hiring managers, learn more about the value of these credentials.

### Manage Credentials in the Context of Credential Lifecycle Phases



### Credential Transparency Description Language (CTDL): Key Data

- **Competency:** Through a credential's competencies, credential earners can create custom presentations of their specific achievements, targeting specific job opportunities.
- **Course:** Documenting courses illustrates specific educational achievements that showcase the depth of learning and expertise acquired.

- **Assessment:** CTDL described assessments, especially authentic assessments of competencies, enables credential earners to showcase their readiness for job opportunities and helps employers understand the rigor of achievements via the skills demonstrated..

### Call to Action for Using CTDL when Managing Credentials

- Collect, manage, and share CTDL described credentials and achievements to advance your career goals.

### Manage Credentials: Who, What, and Where

Applications to manage credentials enhances the value of digital credentials, making them more practical and applicable in real-world scenarios, from job applications to professional development and academic pursuits.

Who	What (CTDL terms)	Where
Credential Earners	organization, credential type, program, course, competency, assessment, pathway	Digital wallet applications
Credential Issuers	CTID, verification profile	Student Information Systems
HR and Hiring Managers	Job, credential type, competency, pathway	Applicant Tracking Systems, Human Resource Management Systems

### Key Questions to Address

1. Are credential issuers providing CTDL information in issued credentials to ensure reliable access to this information?
2. How can credential earners access and use the CTDL information associated with their credentials and achievements?
3. How can credential earners use CTDL information to create custom views of their credential information for sharing, emphasizing competencies, courses, and assessments?
4. What additional information, such as industry frameworks from the Credential Registry, is used to help credential earners in creating customized views of their achievements?
5. What training or support is necessary to help earners effectively manage and utilize their credentials using CTDL?

### Important Uses

- **Digital wallets:** Enables individuals to store and share their personal credentials, described using CTDL, across multiple applications. Wallets use open digital

credential standards to ensure broad compatibility and access, facilitating the secure and efficient management of digitally-issued credentials.

- **Custom presentations:** Credential earners can use CTDL to create customized presentations of their achievements, selecting which credentials, and credential-related information, to display based on the intended audience or specific job applications. This customization ensures that relevant information is highlighted, making a stronger impression on potential employers or academic institutions.
- **Sharing options:** Allows credential holders to control who views their credentials and to what extent, including sharing credentials with potential employers, academic admissions offices, or on social media platforms to enhance professional visibility. The inclusion of CTDL information also enriches these interactions, providing viewers with a clear and consistent understanding of the credential's value.

