

Submitting a Credential for Inclusion in the FutureSkills Database

Instructions:

Credential-issuing organizations are invited to contribute descriptions of their credentials for display on the FutureSkills website. Adding a training to the FutureSkills database consists of submitting the following to FutureSkills via nyfutureskills@innovate-educate.org

- ✓ Contact Information Form
- ✓ Credential Information - About the Credential Form
- ✓ Credential Information - About the Credentialing Organization Form
- ✓ If needed (this is rare), extra pages for lists of skills, occupations, or keywords too long to fit on this form

Once the submitted information has been reviewed (about a week), you should hear back on whether the training has been accepted for uploading in to the FutureSkills database. The information will also be forwarded to Credential Engine, who will contact you about possible inclusion in their database as well. You can view Credential Engine's credential listings at <https://credentialfinder.com/>.

We may have questions we need to reach you in order to answer, so please enter your contact information below.

Contact information Form

1. Your name: _____

2. Organization you represent: _____

3. Your email address: _____

4. Your phone number: _____

Credential Information Form

ABOUT THE CREDENTIAL

1. Credential name: _____

2. Short description of credential:

3. Does this credential have a digital badge associated with it?

4. URL where credential is described: _____

5. Credential Type

6. Status of Credential

7. If there is an accrediting body or other organization that certifies the quality of this credential, list it here _____

8. If the credential needs to be maintained or periodically renewed, describe how to do so here:

9. *Optional:* If the credential can be revoked, describe the criteria and processes here:

10. If credential requires an exam, indicate the url where a list of exam topics or an exam study guide can be found.

Exam topics url: _____

11. Indicate the approximate learning level this credential is targeted towards:

Beginner (no prior experience)

Intermediate (some prior experience)

Advanced (already operating at a professional level)

12. List occupation-specific skills or subjects covered by this credential **If more than 5, attach separate list.**

Occupation-specific Skill #1: _____

Occupation-specific Skill #2: _____

Occupation-specific Skill #3: _____

Occupation-specific Skill #4: _____

Occupation-specific Skill #5: _____

Examples: Cable Installation, Human Resources Management, Government Procurement, Reading Blueprints, Childcare, TIG Welding, Project Management, Microsoft Excel, SQL Server, Machining, HVAC repair.

13. If relevant, list any foundational skills/competencies covered by this credential (up to 5).

Foundational Skill #1: _____

Foundational Skill #2: _____

Foundational Skill #3: _____

Foundational Skill #4: _____

Foundational Skill #5: _____

These are general skills applicable to a wide range of jobs and circumstances. Examples: reading, math, compassion, dependability, honesty, critical thinking, communication, collaboration, teamwork, leadership.

14. List of occupations or job titles to which this credential is relevant. **If more than 5, attach separate list.** Either lay terms or standard O'Net occupational titles (<https://www.onetonline.org/>) can be used.

Occupation #1: _____

Occupation #2: _____

Occupation #3: _____

Occupation #4: _____

Occupation #5: _____

15. List any additional search terms individuals are likely to use when trying to find credentials like this one. Do not repeat terms in other lists. **If more than 5, attach separate list.**

Keyword #1: _____

Keyword #2: _____

Keyword #3: _____

Keyword #4: _____

Keyword #5: _____

16. Select the occupational family for which this credential is best suited (pull-down list).

17. If more than one occupational family is equally well-suited, select the second occupational family here (pull-down list)

15. Optional: Industry sector to which credential is relevant (pull-down list).

Note: Occupational family refers to the specialty of the worker. Industry sector refers to the specialty of the employer. Example: A certificate designed to indicate legal expertise in oil and gas related regulations would be entered as "Legal" for the occupational family and "Mining, Quarrying, and Oil and Gas Extraction" for the industry sector.

18. Describe, in words, what requirements or conditions a credential applicant must satisfy, to obtain the credential:

19. This credential requires....(check all that apply)

One exam

A series of exams

Formal education \leq 2 years

Formal education $>$ 2 years

Prior job experience

20. If the credential requires one or more exams, enter the url where individuals can go to sign up for the exam(s):

Credential Information Form
ABOUT THE CREDENTIALING ORGANIZATION
(organization that owns or offers the credential)

1. Name of credentialing organization

2. Short description of credentialing organization

3. Credentialing organization's organization type (e.g., community college, labor union, high school, philanthropy)

4. Credential owner's sector type

5. Credentialing organization's URL:

6. Credentialing organization's physical address
