MANAGE CREDENTIALS

What is a Credential?

A credential is a qualification of a specific set of competencies related to a particular industry or occupation. Credentials can be used to signal that an individual had acquired the knowledge, skills, and abilities required in a specific occupation or industry.

Before submitting your final enrollment data for review, you will need to indicate any certifications or other credentials your students attain during the current school year. Enter all credentials received by students each year so that CTEIS may determine when each student qualifies for the Post-Secondary Credential indicator.

Each of your programs must either:

A. List the students who receive credentials in the current year.
B. State that no credentials were provided in the current year.

Credentials will be reviewed for accuracy during the validation process, and you may also view this information as part of a student's profile on the Manage Students screen. The Manage Credentials feature allows you to view, edit, and import student certifications.

➢ **Instructions on how to Manage Credentials using CTEIS screens can be found here**
➢ **A list of Current State approved Credentials can be found here**