

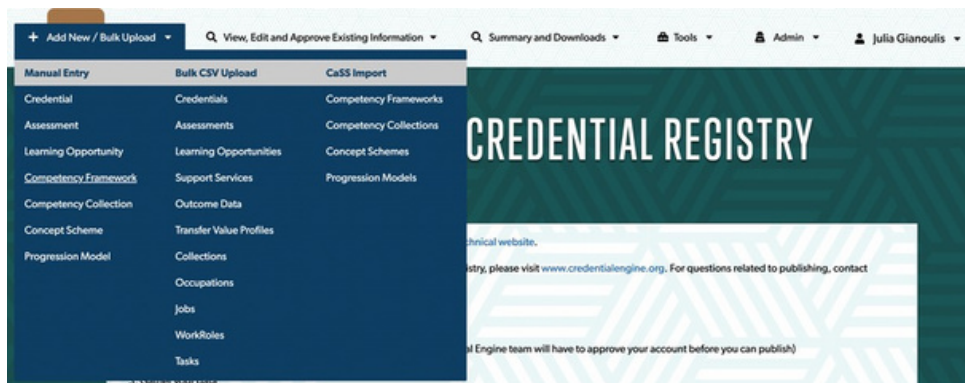
Credential Engine Competency Editor Instructions

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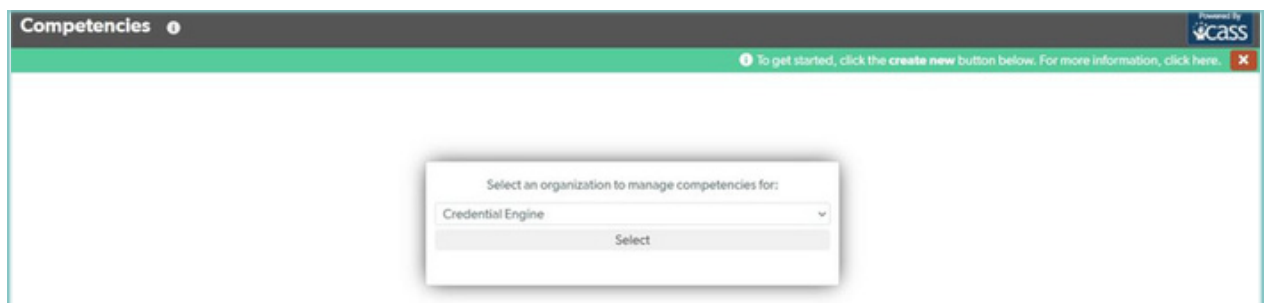
The below instructions are for the entry of competency frameworks to publish to the Credential Registry. We encourage users to add any relevant information to their competency frameworks. For further instructions or questions, please contact the Publishing Team at publishing@credentialengine.org.

Entering New Competency Frameworks

1. Once your organization has been approved to begin publishing, you will access the Credential Engine Publisher here: <https://apps.credentialengine.org/publisher>. You will log in using the same login credentials you created in the Accounts System.
2. Select the 'Add New/Bulk Upload' dropdown menu at the top of the page, and then select 'Competency Framework' under Manual Entry.

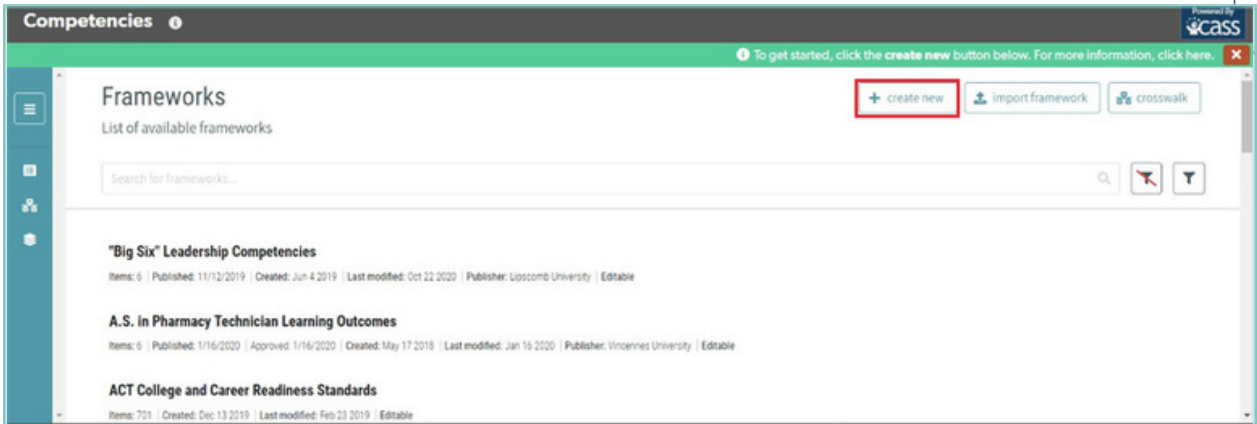


3. You will be directed to the Competency Framework search and editor. First, you choose your organization from the Organization pop up.

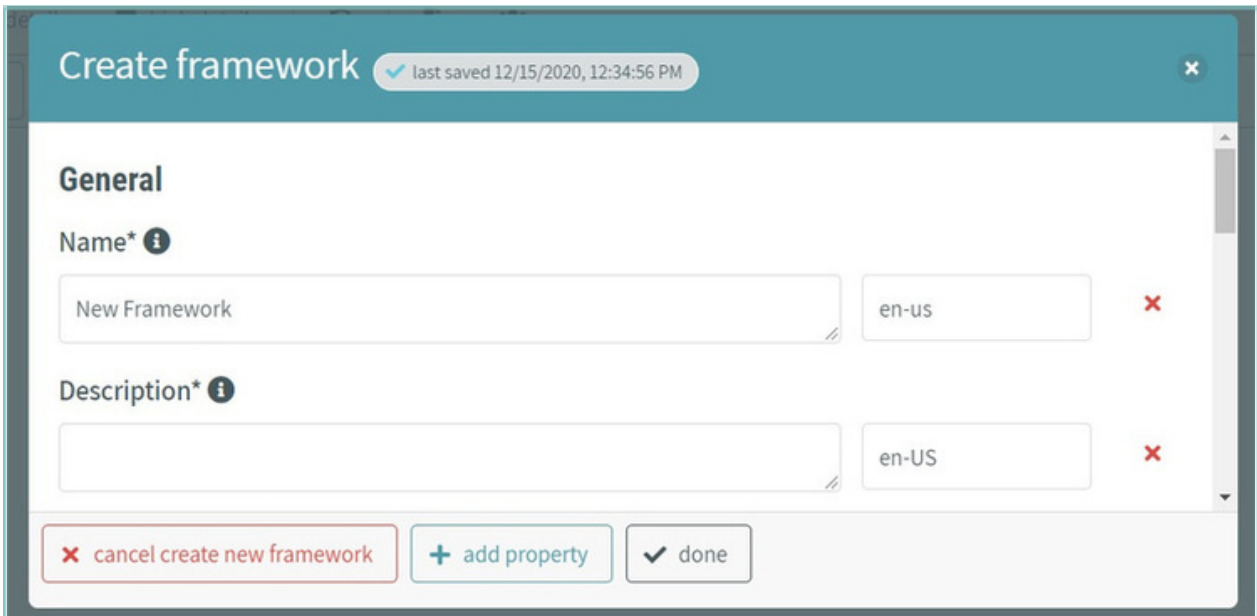




- After selecting your Organization from the drop-down, the competency search will display. To begin entering a competency framework manually, select the 'create new' button located on the top right-hand side of the screen.



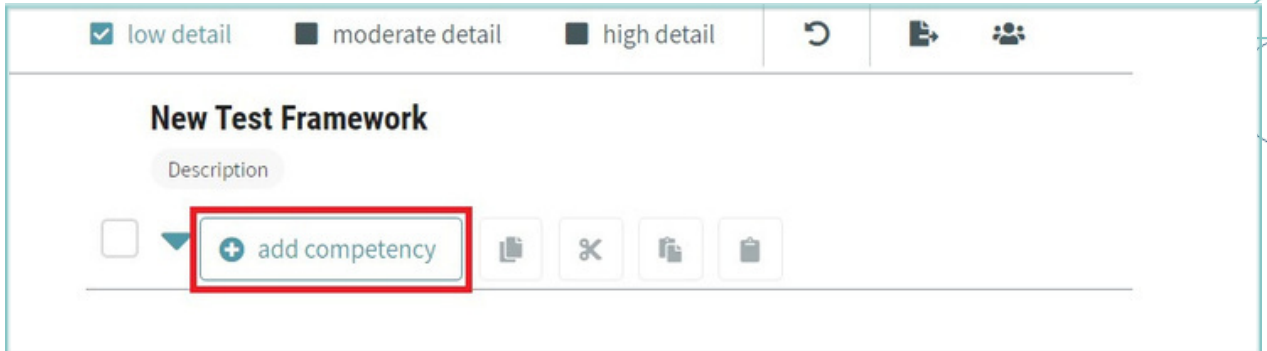
- Once you are directed to the Competency Framework Editor, you will enter the name and description of your framework under the 'General' pop up. After entering your name and description, select the 'done' button located at the bottom of the pop up.



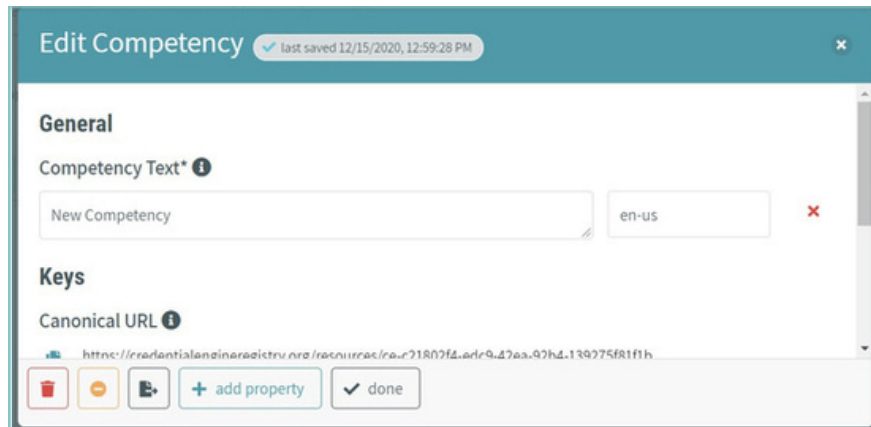
- After saving the name of your framework, you will begin building your competency framework. To begin the framework, select 'add competency' button located under the



name of your framework.



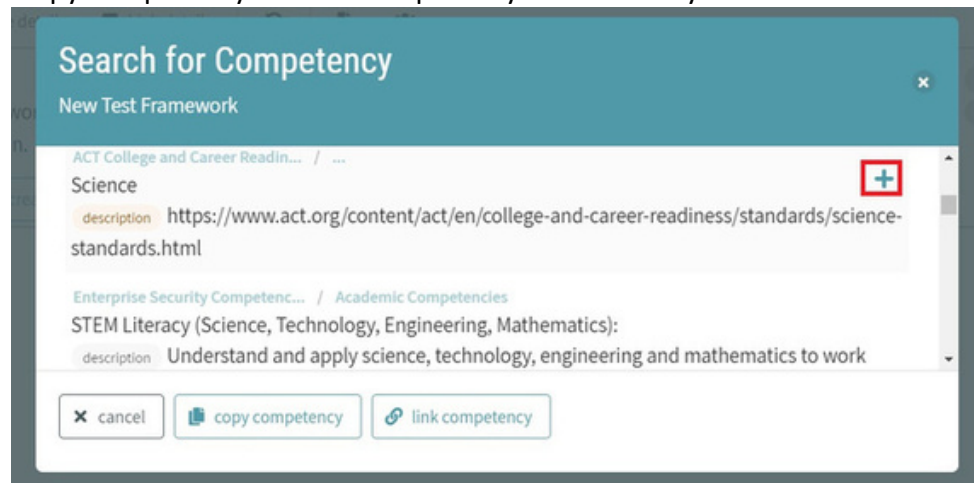
- a. After selecting 'add competency' you have the option to 'create new' or 'search competencies'.
- i. Create New – will prompt a new competency pop up to enter in the competency text. After entering your competency text, select the 'done' button located at the bottom of the pop up.



- ii. Search Competencies – this function allows you to search for competencies that have already been created and published to the registry. Use keywords to search for competencies that are applicable for your framework. Once you have found applicable competencies, select the + symbol next to the competency. Once selected, you can choose to

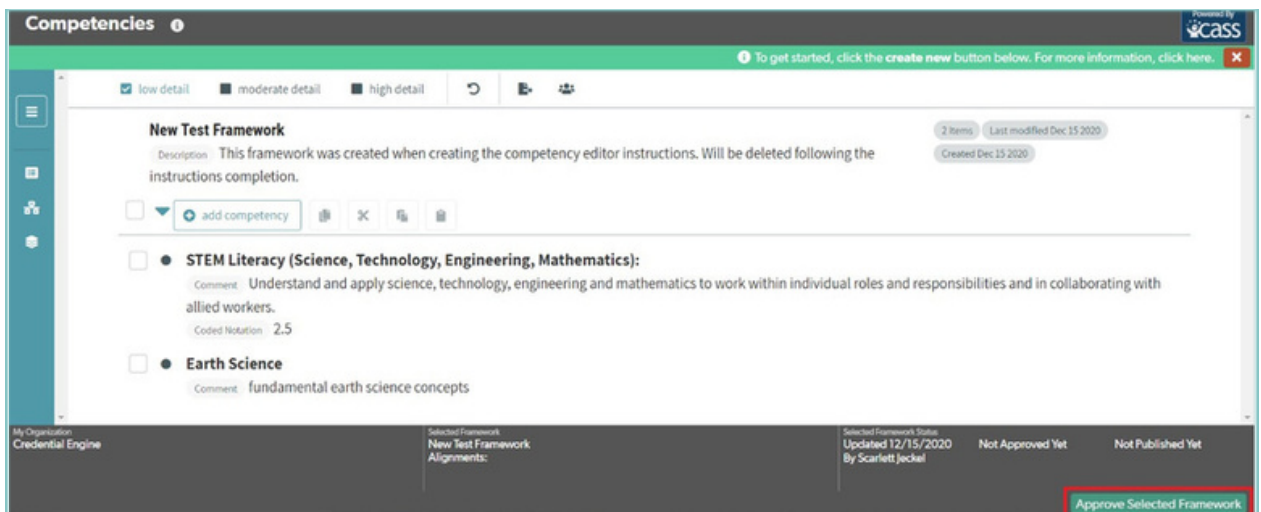


'copy competency' or 'link competency' to add it to your framework.

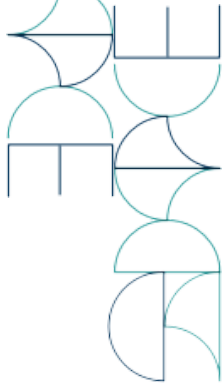


7. Follow this same process of entering new competencies and/or searching for competencies to build your competency framework. While building your framework, you will see the framework being built as a bulleted list on your editor screen.

8. When your framework is complete, you will approve the framework to be published. To approve your framework, select the 'Approve Selected Framework' button located at the bottom of the screen.



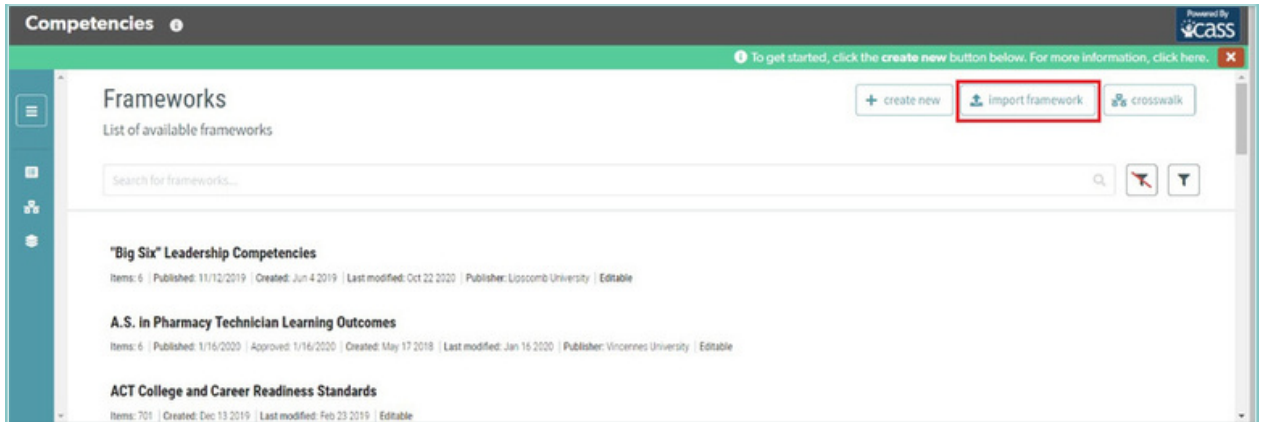
9. Approving your framework will notify the Credential Engine team of the approval and will publish the framework.



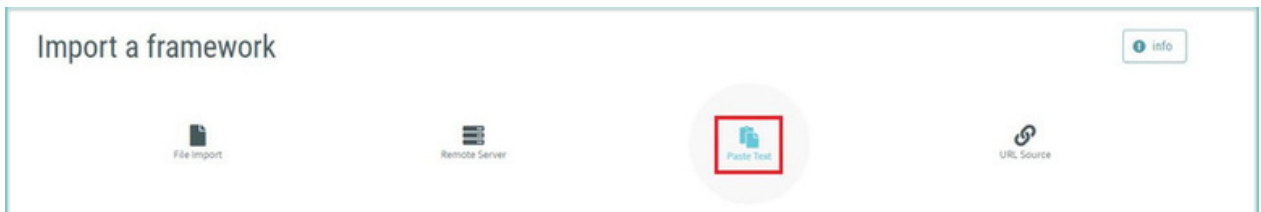
Entering a Competency Framework via Copy/Paste Import

The competency editor now supports the function of copying competencies from a list in a word documents, PDF, or webpage and pasting them into the editor to build a framework.

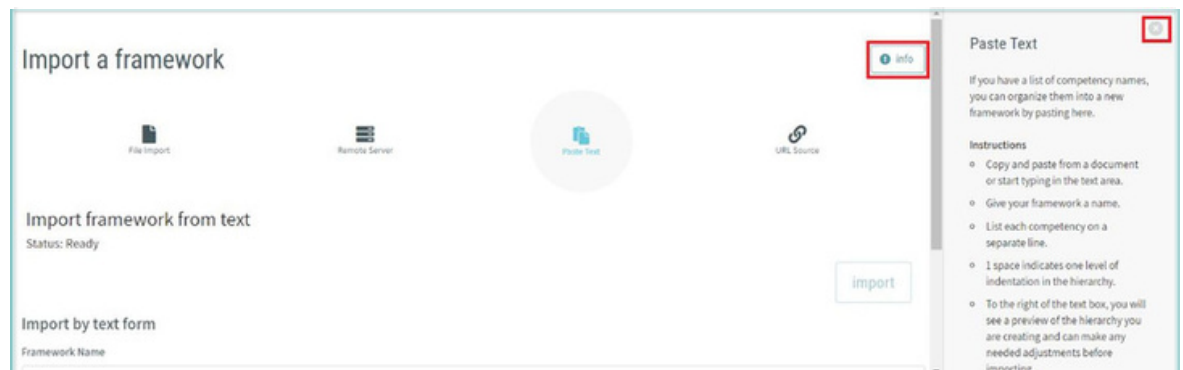
1. Select the 'import framework' button located at the top right-hand side of the screen.



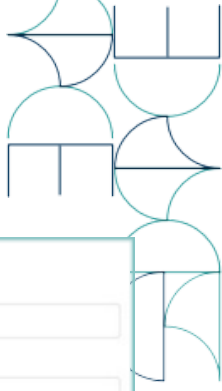
2. This will re-direct you to the import framework options. To use the copy/paste function select the 'Paste Text' option.



- a. Additional instructions on how to use this function will pop up on the right side of the page. These instructions can be minimized at any time and to re-open select the 'info' button located at the top right-hand side of the screen.



3. To begin entering your framework, first enter your competency 'Framework Name.' Following entering your framework name, begin pasting your competency text into the



'Paste Text' box below the name.

4. After pasting text into the box, you will see your framework as a bulleted list on the right-hand side.

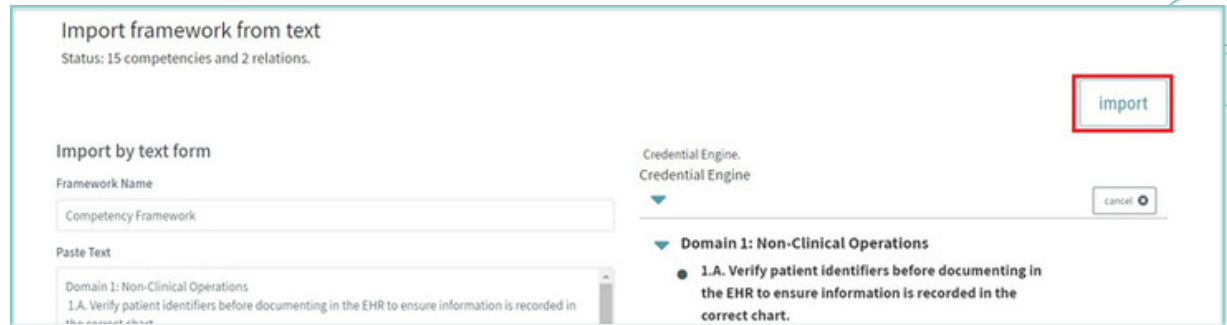
a. To indent your bulleted list, add a space before the line in the pasted text. This will update and show the indent in your list on the right.

5. When your framework has been copied and pasted into the text box and is ready for upload, select the 'import' button located above your bulleted list.

a. **Please note that following importing your framework, you can make updates at any time, by selecting your framework from the Framework Search. This will direct you to the*



manual editor to make your applicable changes.



Import framework from text
Status: 15 competencies and 2 relations.

Import by text form

Framework Name
Competency Framework

Paste Text
Domain 1: Non-Clinical Operations
1.A. Verify patient identifiers before documenting in the EHR to ensure information is recorded in the correct chart.

Credential Engine.
Credential Engine

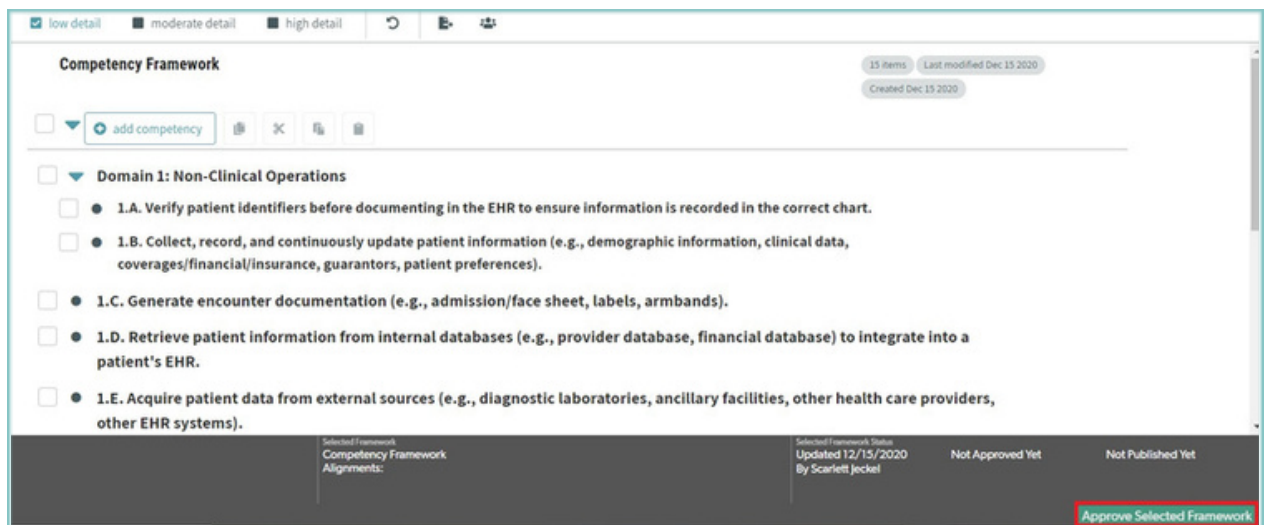
Domain 1: Non-Clinical Operations

- 1.A. Verify patient identifiers before documenting in the EHR to ensure information is recorded in the correct chart.

import

cancel

6. When your framework is complete, you will approve the framework to be published. To approve your framework, select the 'Approve Selected Framework' button located at the bottom of the screen.



low detail moderate detail high detail

Competency Framework

15 items Last modified Dec 15 2020
Created Dec 15 2020

add competency

Domain 1: Non-Clinical Operations

- 1.A. Verify patient identifiers before documenting in the EHR to ensure information is recorded in the correct chart.
- 1.B. Collect, record, and continuously update patient information (e.g., demographic information, clinical data, coverages/financial/insurance, guarantors, patient preferences).
- 1.C. Generate encounter documentation (e.g., admission/face sheet, labels, armbands).
- 1.D. Retrieve patient information from internal databases (e.g., provider database, financial database) to integrate into a patient's EHR.
- 1.E. Acquire patient data from external sources (e.g., diagnostic laboratories, ancillary facilities, other health care providers, other EHR systems).

Selected Framework: Competency Framework
Alignments:

Selected Framework Status:
Updated 12/15/2020
By Scarlett Jeckel

Not Approved Yet

Not Published Yet

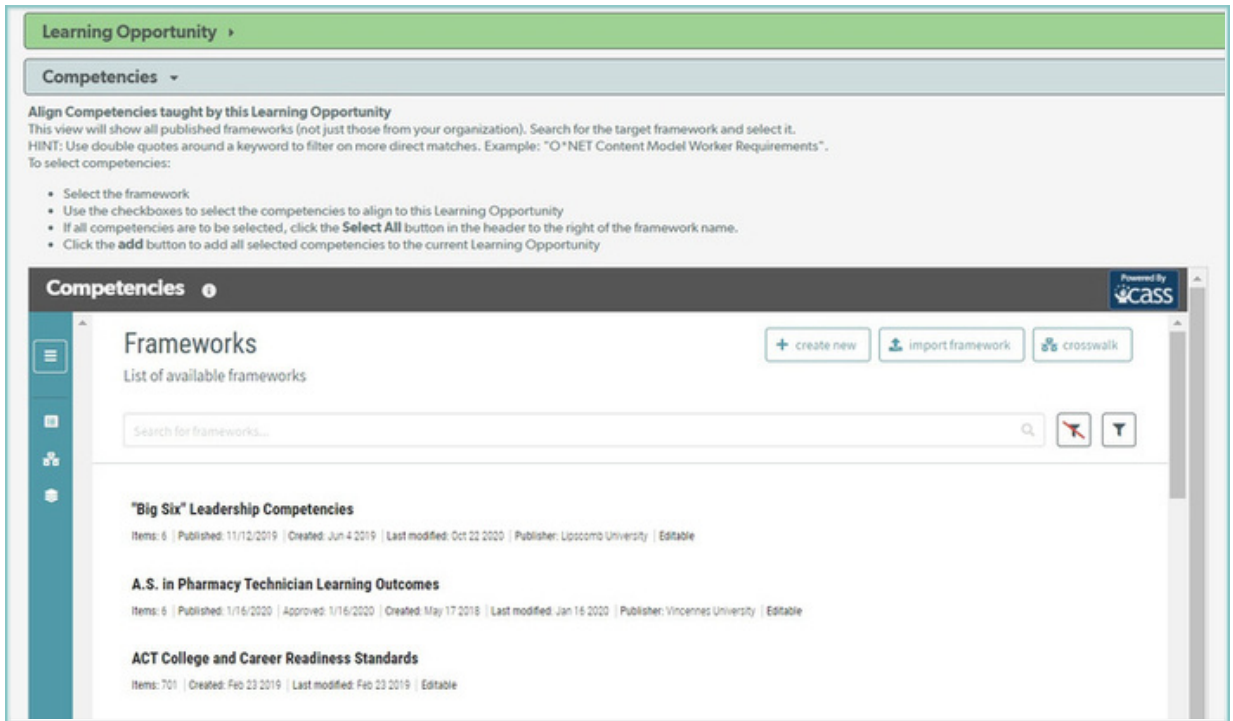
Approve Selected Framework

7. Approving your framework will notify the Credential Engine team of the approval and will publish the framework.

Connecting Competency Frameworks to an Assessment, Learning Opportunity, or Credential

Connecting Competency Frameworks to an Assessment or Learning Opportunity

- To connect your new competency framework to the appropriate credential, you will add the framework to a Learning Opportunity or Assessment.
 - Select the appropriate Learning Opportunity or Assessment and choose to edit the profile. From the editor, open the 'Competencies' tab. You will see the Competency search and can search for your framework.

Learning Opportunity

Competencies

Align Competencies taught by this Learning Opportunity
 This view will show all published frameworks (not just those from your organization). Search for the target framework and select it.
 HINT: Use double quotes around a keyword to filter on more direct matches. Example: "O*NET Content Model Worker Requirements".
 To select competencies:

- Select the framework
- Use the checkboxes to select the competencies to align to this Learning Opportunity
- If all competencies are to be selected, click the **Select All** button in the header to the right of the framework name.
- Click the **add** button to add all selected competencies to the current Learning Opportunity

Frameworks
 List of available frameworks

Search for frameworks...

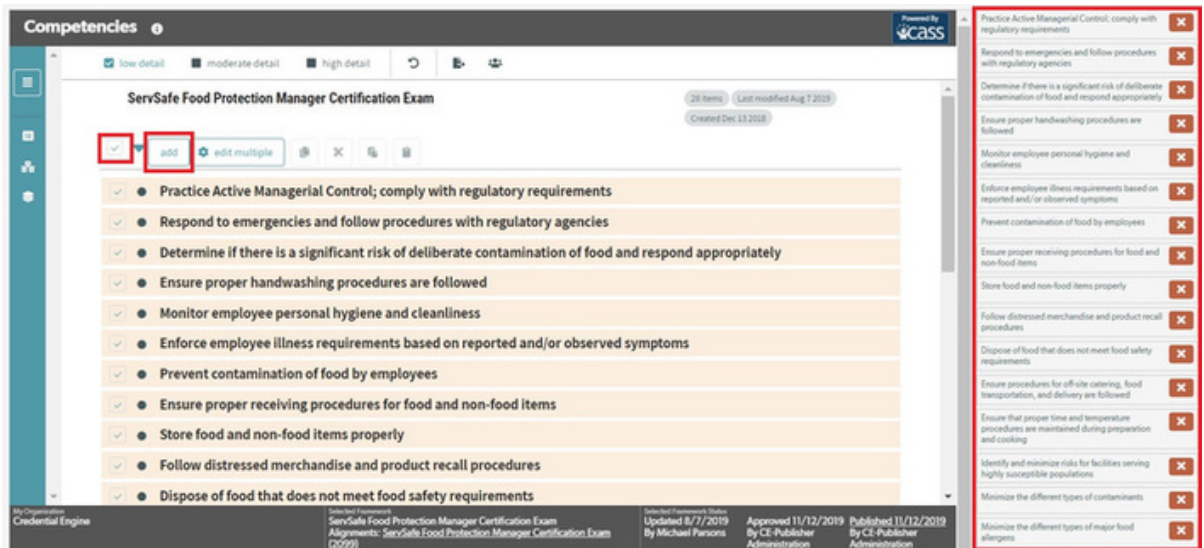
"Big Six" Leadership Competencies
 Items: 6 | Published: 11/12/2019 | Created: Jun 4 2019 | Last modified: Oct 22 2020 | Publisher: Lippcomb University | Editable

A.S. in Pharmacy Technician Learning Outcomes
 Items: 6 | Published: 1/16/2020 | Approved: 1/16/2020 | Created: May 17 2018 | Last modified: Jan 16 2020 | Publisher: Vincennes University | Editable

ACT College and Career Readiness Standards
 Items: 701 | Created: Feb 23 2019 | Last modified: Feb 23 2019 | Editable

3. Selecting your framework will direct you back to the Competency Editor. Once back to the editor, to select all competencies, click on the square box located below the framework name, and to the left of the 'add' button. Once the competencies have been selected, click the 'add' button.

a. After selecting the 'add' button, you will see your competencies listed on the right-hand side of the screen.



Competencies

low detail moderate detail high detail

ServSafe Food Protection Manager Certification Exam
 28 items | Last modified Aug 7 2019
 Created Dec 13 2018

add edit multiple

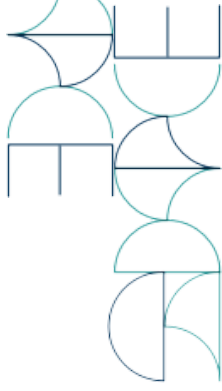
- Practice Active Managerial Control; comply with regulatory requirements
- Respond to emergencies and follow procedures with regulatory agencies
- Determine if there is a significant risk of deliberate contamination of food and respond appropriately
- Ensure proper handwashing procedures are followed
- Monitor employee personal hygiene and cleanliness
- Enforce employee illness requirements based on reported and/or observed symptoms
- Prevent contamination of food by employees
- Ensure proper receiving procedures for food and non-food items
- Store food and non-food items properly
- Follow distressed merchandise and product recall procedures
- Dispose of food that does not meet food safety requirements

Practice Active Managerial Control; comply with regulatory requirements

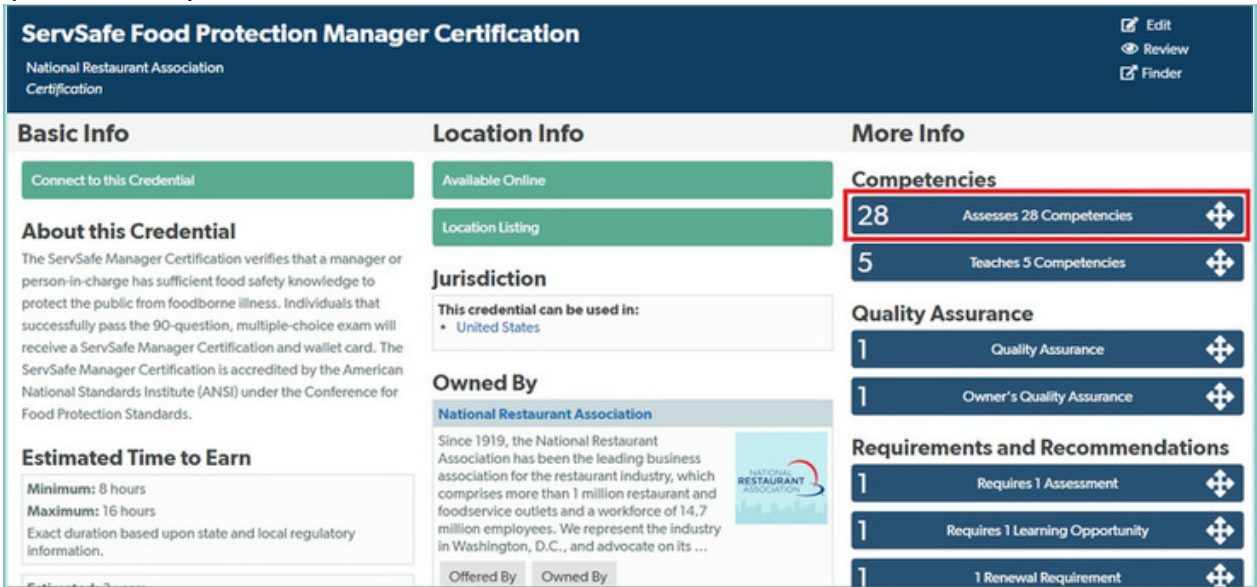
- Respond to emergencies and follow procedures with regulatory agencies
- Determine if there is a significant risk of deliberate contamination of food and respond appropriately
- Ensure proper handwashing procedures are followed
- Monitor employee personal hygiene and cleanliness
- Enforce employee illness requirements based on reported and/or observed symptoms
- Prevent contamination of food by employees
- Ensure proper receiving procedures for food and non-food items
- Store food and non-food items properly
- Follow distressed merchandise and product recall procedures
- Dispose of food that does not meet food safety requirements
- Ensure procedures for off-site catering, food transportation, and delivery are followed
- Ensure that proper time and temperature procedures are maintained during preparation and cooking
- Identify and minimize risks for facilities serving highly susceptible populations
- Minimize the different types of contaminants
- Minimize the different types of major food allergens

By Organization: Credential Engine | ServSafe Food Protection Manager Certification Exam Alignment: ServSafe Food Protection Manager Certification Exam (2009) | Updated 8/7/2019 By Michael Parsons | Approved 11/12/2019 By CE-Publisher Administration | Published 11/12/2019 By CE-Publisher Administration

b. Once displaying on the right-hand side, select the 'Save Data' button located at the bottom of the screen.



- Once the competencies are showing on the right-hand side of the screen, they are connected to your Learning Opportunity or Assessment. This will then display the competencies on your credential.



ServSafe Food Protection Manager Certification
National Restaurant Association Certification

Basic Info
Connect to this Credential

About this Credential
The ServSafe Manager Certification verifies that a manager or person-in-charge has sufficient food safety knowledge to protect the public from foodborne illness. Individuals that successfully pass the 90-question, multiple-choice exam will receive a ServSafe Manager Certification and wallet card. The ServSafe Manager Certification is accredited by the American National Standards Institute (ANSI) under the Conference for Food Protection Standards.

Estimated Time to Earn
Minimum: 8 hours
Maximum: 16 hours
Exact duration based upon state and local regulatory information.

Location Info
Available Online
Location Listing

Jurisdiction
This credential can be used in:
• United States

Owned By
National Restaurant Association
Since 1919, the National Restaurant Association has been the leading business association for the restaurant industry, which comprises more than 1 million restaurant and foodservice outlets and a workforce of 14.7 million employees. We represent the industry in Washington, D.C., and advocate on its ...

More Info

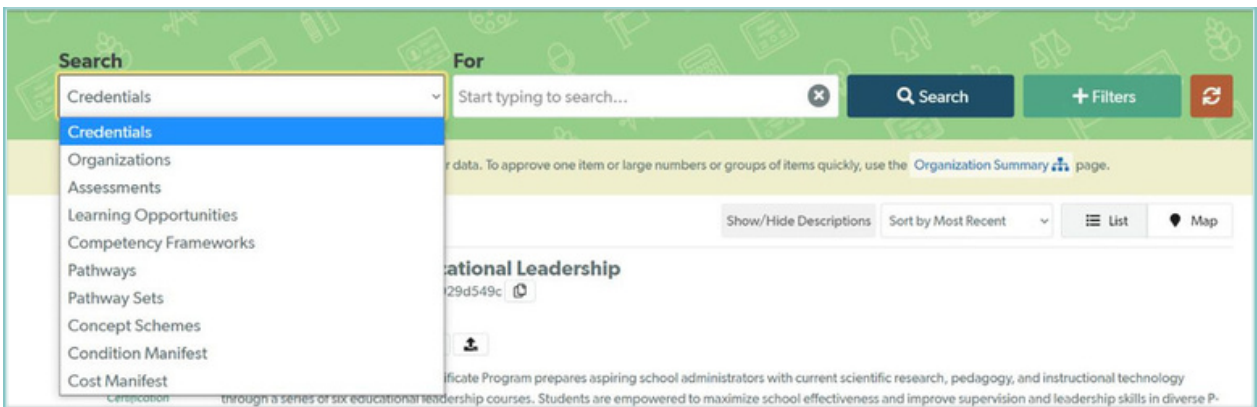
Competencies
28 Assesses 28 Competencies
5 Teaches 5 Competencies

Quality Assurance
1 Quality Assurance
1 Owner's Quality Assurance

Requirements and Recommendations
1 Requires 1 Assessment
1 Requires 1 Learning Opportunity
1 1 Renewal Requirement

Connecting Competency Frameworks to a Credential

- To connect your new competency framework to the appropriate credential, you will add the framework to a Requires Condition Profile. First search for the target credential to connect your framework to.



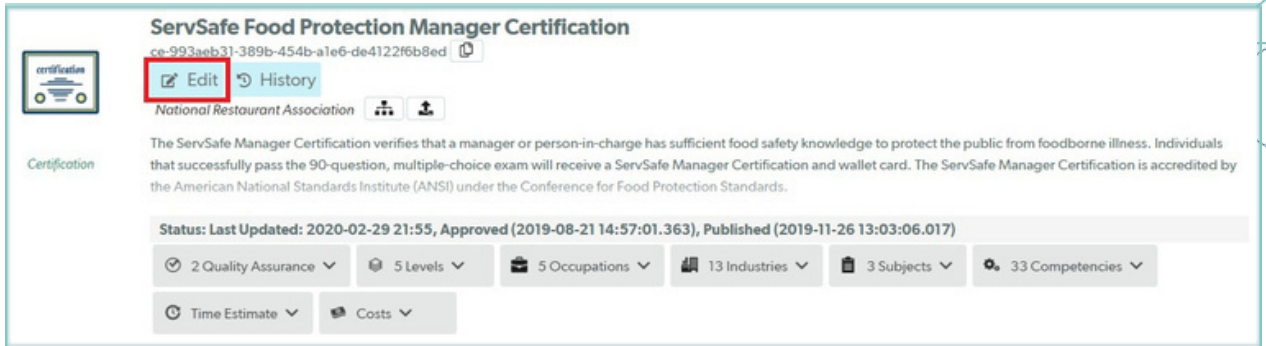
Search
Credentials
Organizations
Assessments
Learning Opportunities
Competency Frameworks
Pathways
Pathway Sets
Concept Schemes
Condition Manifest
Cost Manifest

For
Start typing to search...
Search Filters

national Leadership
29d549c



2. Select the appropriate Credential and choose to 'Edit' the profile.



ServSafe Food Protection Manager Certification
 ce-993aeb31-389b-454b-a1e6-de4122f6b8ed

[Edit](#) [History](#)

National Restaurant Association

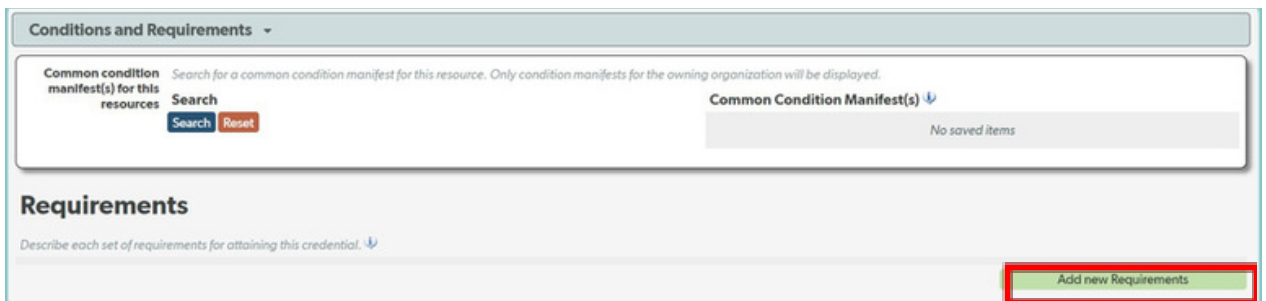
The ServSafe Manager Certification verifies that a manager or person-in-charge has sufficient food safety knowledge to protect the public from foodborne illness. Individuals that successfully pass the 90-question, multiple-choice exam will receive a ServSafe Manager Certification and wallet card. The ServSafe Manager Certification is accredited by the American National Standards Institute (ANSI) under the Conference for Food Protection Standards.

Status: Last Updated: 2020-02-29 21:55, Approved (2019-08-21 14:57:01.363), Published (2019-11-26 13:03:06.017)

2 Quality Assurance | 5 Levels | 5 Occupations | 13 Industries | 3 Subjects | 33 Competencies

Time Estimate | Costs

3. From the editor, open the 'Conditions and Requirements' tab. Once the tab has expanded select the green 'Add new Requirements' button located under 'Requirements'.



Conditions and Requirements

Common condition manifest(s) for this resource

Search

Common Condition Manifest(s)

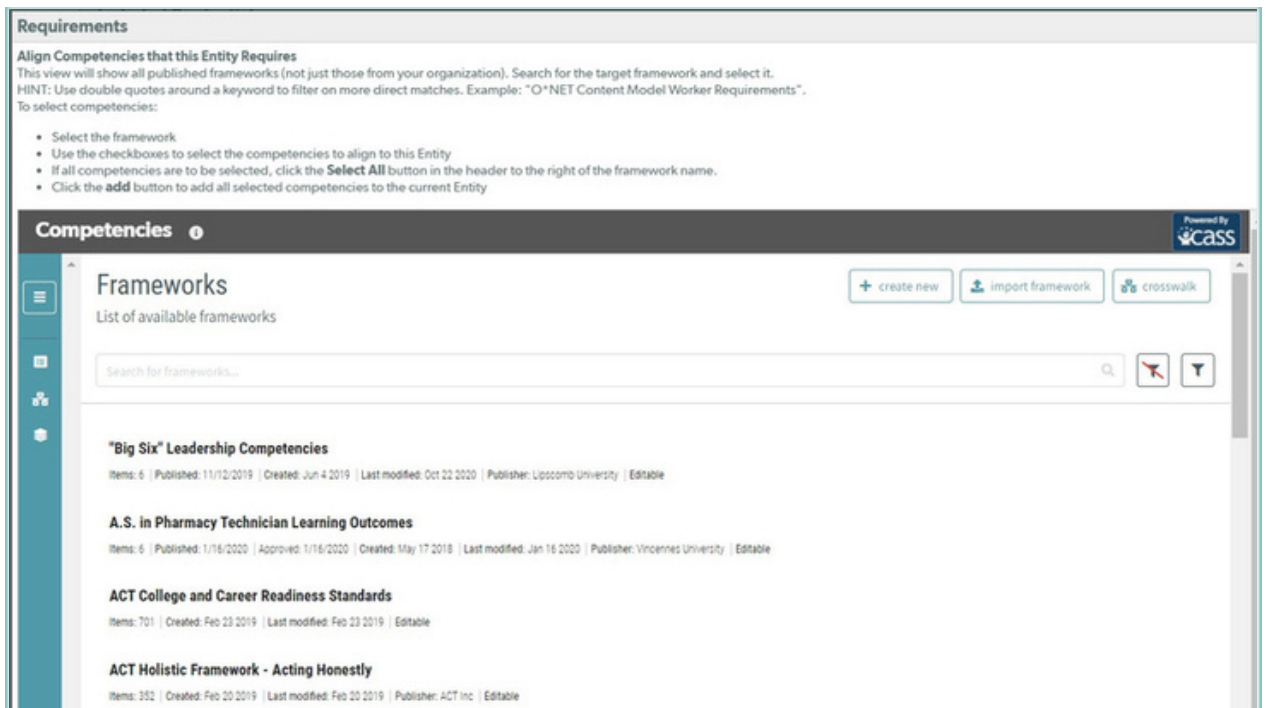
No saved items

Requirements

Describe each set of requirements for attaining this credential.

[Add new Requirements](#)

4. Once the new Requirement Profile has opened, scroll to the bottom of the profile to find the Competency Search. From the search, you will search for the applicable Competency Framework to be connected to the credential.



Requirements

Align Competencies that this Entity Requires

This view will show all published frameworks (not just those from your organization). Search for the target framework and select it.
 HINT: Use double quotes around a keyword to filter on more direct matches. Example: "O*NET Content Model Worker Requirements".
 To select competencies:

- Select the framework
- Use the checkboxes to select the competencies to align to this Entity
- If all competencies are to be selected, click the **Select All** button in the header to the right of the framework name.
- Click the **add** button to add all selected competencies to the current Entity

Competencies

Frameworks

List of available frameworks

Search for frameworks...

"Big Six" Leadership Competencies
 Items: 6 | Published: 11/12/2019 | Created: Jun 4 2019 | Last modified: Oct 22 2020 | Publisher: Lipscomb University | Editable

A.S. in Pharmacy Technician Learning Outcomes
 Items: 6 | Published: 1/16/2020 | Approved: 1/16/2020 | Created: May 17 2018 | Last modified: Jan 16 2020 | Publisher: Vincennes University | Editable

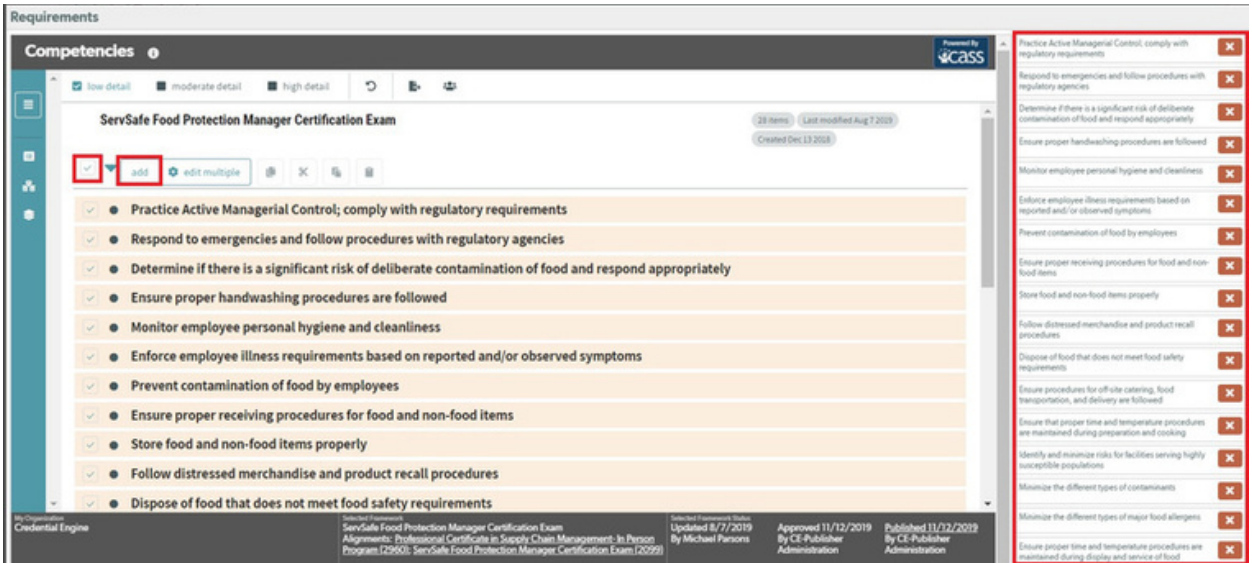
ACT College and Career Readiness Standards
 Items: 701 | Created: Feb 23 2019 | Last modified: Feb 23 2019 | Editable

ACT Holistic Framework - Acting Honestly
 Items: 352 | Created: Feb 20 2019 | Last modified: Feb 20 2019 | Publisher: ACT Inc | Editable



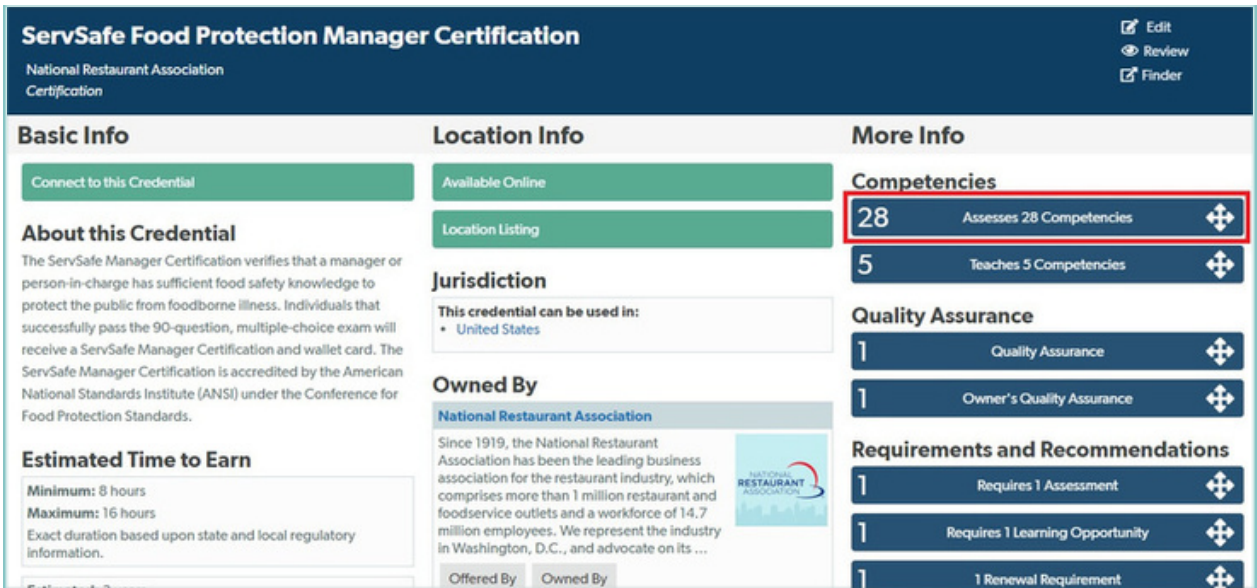
5. Selecting your framework will direct you back to the Competency Editor. Once back to the editor, to select all competencies, click on the square box located below the framework name, and to the left of the 'add' button. Once the competencies have been selected, click the 'add' button.

a. After selecting the 'add' button, you will see your competencies listed on the right-hand side of the screen.



The screenshot shows the 'Requirements' section of the Credential Engine interface. The main area is titled 'Competencies' and displays the 'ServSafe Food Protection Manager Certification Exam' framework. Below the framework name, there is a list of competencies with checkboxes. A red box highlights the 'add' button and the square box below the framework name. On the right side, there is a list of selected competencies, also highlighted with a red box. The interface includes navigation options like 'low detail', 'moderate detail', and 'high detail', and a 'Created Dec 13 2018' timestamp.

6. Once the competencies are showing on the right-hand side of the screen, they are connected to your Credential. This will then display the competencies on your credential.



The screenshot displays the 'ServSafe Food Protection Manager Certification' page. The page is divided into several sections: 'Basic Info' with a 'Connect to this Credential' button, 'About this Credential' with a description, 'Estimated Time to Earn' (Minimum: 8 hours, Maximum: 16 hours), 'Location Info' (Available Online, Location Listing), 'Jurisdiction' (United States), 'Owned By' (National Restaurant Association), and 'More Info'. The 'More Info' section is expanded to show 'Competencies' (28, Assesses 28 Competencies), 'Quality Assurance' (1, Quality Assurance), 'Requirements and Recommendations' (1, Requires 1 Assessment), and '1 Renewal Requirement'. A red box highlights the '28' in the 'Competencies' section.