



**I am familiar with
credentialing** 

**Welcome to the
ICE Community**

**I am new to
credentialing** 



Links will lead you to more ICE resources 



What type of program is right for you?

Certificate programs and certification programs are designed to meet very different needs and are essentially different business models. **Assessment-based certificate programs** provide instruction and training (non-degree granting), while a **professional or personnel certification program** assesses knowledge, skills, and/or competencies previously acquired.



Save time and money down the road! Before you start building your program, gain a better understanding of program requirements, considerations for complying with third-party standards, and the application process for accreditation.



Why is your credential valuable?

Identify the unique value your credential provides to the end user and why your program would benefit them. Your value proposition should include who your target market is, an explanation of benefits, what makes you unique, and a description of the program.



Why is it important?

Credential-holders see credentialing as a means of making themselves more marketable. A valuable program is created in response to a demonstrated market need and is objective and free from undue influence, is rigorous, includes ethics competent and eligibility requirements, and, depending on program type, is structured to require recertification to ensure ongoing quality.



What is credentialing?

Credentialing designates that an individual, program, institution, or product has met established criteria and is recognized as qualified to carry out the designated function or role. Credentialing encompasses professional certification, certificate programs, accreditation, licensure, and regulation. Learn more about accreditation for credentialing programs.





**I want my program
to become
accredited**

**I have an accredited
program**

WANT PROGRAM TO BECOME ACCREDITED

Assess your readiness to submit an application

Identify any gaps in documentation or evidence that should be addressed before an application is submitted to demonstrate the rigor and completeness needed to achieve accreditation. Analyzing this in advance will save you time and money (reapplication fees). Use ICE's Self-Assessment Checklist to measure your progress.

Complete and submit application

Submit your accreditation application online along with reports and supporting materials. Applications must be submitted by three annual deadlines: March 31, June 30, and October 31.

Complete and submit application

A new certification program may apply for accreditation either after one year of administration of the assessment instrument or when at least 500 candidates have been assessed with that instrument. Submit your accreditation application online along with reports and supporting materials. The review process takes a minimum of 4-5 months and applications must be submitted by three annual deadlines: January 31, April 30, and August 31.

Review ICE 1100 Standard – ACAP Accreditation

Review the ICE 1100 Standard to identify applicable documents and written narratives to demonstrate compliance with the standards. Standards address scope, organizational structure, responsibilities to stakeholders, oversight of activities, management of program records, quality assurance, maintenance of education, evaluation of assessments, and issuance and use of certificates.

Assess your readiness to submit an application

Identify any gaps in evidence or documentation that should be addressed before an application is submitted to demonstrate the rigor and completeness needed to achieve or to maintain accreditation. This includes purpose, governance, and stakeholders, awarding of certification, records, confidentiality, conflict of interest, security, assessment instruments, examination administration, score reporting, and reliability.

Review the NCCA Standards – NCCA Accreditation

NCCA Accreditation is assessed on the compliance of the NCCA Standards that ensure the health, welfare, and safety of the public through the accreditation of a variety of individual certification programs that assess professional competency.

Do you have a certificate program or certification program?

Certificate programs and certification programs are designed to meet very different needs and are essentially different business models. Assessment-based certificate programs provide instruction and training (non-degree granting), while a professional or personnel certification program assesses knowledge, skills, and/or competencies previously acquired.

Need help?

If you find you need additional help, turn to ICE's Industry Partner Directories and search for those with experience in [Program Accreditation](#).

Clearly identifying your program type will save you time, energy, and resources during the application process. Download [Defining Features of Quality Certification and Assessment-Based Certificate Programs](#) for better clarification.



ISO 17024 Certification Accreditation

If you are NCCA-accredited and looking to expand your program internationally, explore ISO accreditation through ICE's partnership with the International Accreditation Service, Inc. (IAS). The ISO/IEC 17024 standard is defined by eight quality management principles: customer focus, leadership, involvement of people, management, continual improvement, decision-making, and relationships.



NCCA Certification Accreditation

Now that your certification program is accredited by NCCA, find maintenance of certification, continuing competency, legal, test development, governance, and business of certification resources you need to grow and support your program.



ACAP Certificate Accreditation

Now that your certificate program is accredited, find the resources you need to grow and support your program: from marketing, assessment, and measurement to the business of credentialing, instructional design, and more.

