Parenting Educator Credentialing System Matrix Worksheet
Verification of Parenting Educator Competencies
(Generally referred to as a credential)

This matrix was developed to aid existing parenting education networks in documenting their parenting educator credentialing systems. It has been useful in standardizing information across systems. Parenting networks are invited to reference the Matrix of Existing Credentialing Systems, and the Framework for Understanding Parenting Education Professional Development and Recognition to develop new systems. Networks can also submit their system specific information to NPEN for inclusion on the NPEN website.

Basic Information	
Title & Brief Description	
Location	
Sponsor	
Contact	
URL	
Inception date	
# currently credentialed	
Content Specific Information	
Existing Credentialing Systems Models	
Other Models/Sources	
Major Criteria	
Levels	
Documentation of Competencies	
Unique Features	
Process Information	
Major Funding Source(s)	
Credentialing Fees:	
Application Submission Process	
Application Review Process	
Recognition Process	

Renewal Process	
Advancement Process	
Other	
Do you have a code of ethics?	
Do you have a grievance policy/procedures	

General Information

Title & brief description: List title of verification system. Provide a brief description (100 words or less) of those that typically apply and qualify for credentialing and how they benefit from being credentialed. You might include whether credentialing is an organizational requirement.

Location: Indicate the service area or geographic location (country, state, or region) covered and from which parent educators are eligible to apply for credential.

Sponsor: List the name of the sponsoring organization, agency, institution, entity or individual.

Contact: Indicate the name, address, telephone number, and email address of the contact person for the credentialing system.

URL: Indicate the URL of the web site where information about the credentialing system can be found (if applicable)- (E.g.: www.nameofverificationsystem.org)

Inception date: Indicate the date the verification system began credentialing PEs.

 # Currently Credentialed: Indicate the number or range (0 1-50, 51-100, 101-150, 151-200, more than 200) of PEs with current credentials.

Content Specific Information

Existing Credentialing Systems Models: List existing credentialing system models used to inform the development of the credentialing system.

Other Models/Sources: List other models and sources consulted or used to inform the development of the credentialing system (may be from other fields).

Major Criteria: List the major criteria used to determine whether a person is qualified to be credentialed.

Levels: Does the credentialing system have multiple levels? If so, list the title of each level.

Documentation of Competencies: Indicate the format that applicants document their competencies: form, portfolio, exam, or eclectic/mixed? Indicate how documentation is submitted- hard copy or electronically?

Unique Features: List unique features of the credentialing system.

Process Information

Major Funding Source(s): Indicate where the majority of funds to support credentialing originate.

Credentialing Fees: Indicate whether there are fees associated with credentialing. If so, indicate

whether credentialing fees are paid one time or are recurring. Indicate the method for making payments for credentialing.

Application Submission Process: Indicate how applicants submit their applications (e.g. mail, fax, in person)?

Application Review Process: Briefly describe how applications are processed and reviewed. Indicate qualifications of reviewers and how they are selected.

Recognition Process: Indicate the method used to recognize credentialed parenting educators (e.g. web-based, paper/certificate, or public recognition).

Renewal Process: Indicate whether there is a credential renewal process. If so, indicate the time frame credentials are valid.

Advancement Process: Indicate whether the credentialing system allows for advancement within the system. If so, indicate the procedure.

Other

Code of ethics: Please indicate whether there is an established code of ethics. It may be unique to your organization/credential program or adopted (*not adapted*) from an existing code of ethics. Include a link to the text. Discuss how the code of ethics is communicated to others.

Grievance policy/procedures: Please indicate whether there is an established grievance policy relative to 1.) disputes to credentialing decisions and/or 2.) professional conduct. It may be unique to your organization/credential program or adopted (*not adapted*) from an existing source. If possible, include a link to the text.

***Note: Please use N/A to indicate that a category does not apply.**