

COOL Credentialing Standards Documentation

Certification Title:

Certification Agency / Association / Body:

Purpose: This checklist is to be completed by the credentialing agency in order to have its credentials considered for inclusion on the Army, Navy, Air Force, and Marine Corps Credentialing Opportunities On-Line (COOL) web sites.

Background - Credentialing in the Military

Studies have shown that there are occupational credentials related to the vast majority of military occupational specialties. These credentials may be directly related to the military occupation or related to a set of embedded skills attained by performing in the military specialty.

The Department of Defense recognizes that providing civilian credentialing opportunities to service members is an important means of professionalizing the Force. Providing these opportunities also serves to enhance recruitment and retention and it helps transitioning service members make a more seamless transition to the civilian workforce.

- **Professionalization of the Force** – Service members who prepare for and attain civilian credentials often add to their valuable skills and are therefore better prepared to perform their military duties
- **Recruitment** – individuals considering joining the military may be more motivated to join if they know they can earn the same occupational credentials available to their civilian counterparts
- **Retention** – some Service members may elect to stay in the service longer in order to meet credential requirements.
- **Transition** – occupational certifications and licenses may be required by law or by civilian employers to hold certain civilian jobs. Moreover, Service members who have civilian credentials are better able to translate the relevancy of their military training and experience to civilian employers.

The Credentialing Opportunities On-Line (COOL) programs are designed to promote *civilian* certifications for military personnel. These programs are in keeping with the requirements of P.L. 113-66, National Defense Authorization Act for Fiscal Year 2014, Sec 542, "Enhancement of mechanisms to correlate skills and training for military occupational specialties with skills and training required for civilian certifications and licenses." This legislation requires the Secretaries of the military departments, in coordination with the Under Secretary of Defense for Personnel and Readiness, to the maximum extent practicable, make information on civilian credentialing opportunities available to members of the Armed Forces at every stage of their military career life cycle.

Information linking hundreds of military occupations to civilian certifications is made available on the COOL web sites:

- Army COOL – <https://www.cool.army.mil>
- Department of Navy COOL–
 - Navy COOL – <https://www.cool.navy.mil/usn>
 - Marine Corps COOL – <https://www.cool.navy.mil/usmc>
- Air Force COOL - <https://afvec.langley.af.mil/afvec/Public/COOL/Default.aspx>

Your agency's credential(s) is being considered for initial/continued inclusion on the COOL web sites.

Information Required for Consideration of Addition of Civilian Credentials on COOL

In order to ensure that service members are linked to quality, industry-recognized, certification programs, we ask each credentialing agency to complete a brief checklist attesting to the quality of their program. This checklist was developed based on generally accepted accreditation standards for personnel certification programs, including the International Standard - ISO/IEC 17024 and guidelines set forth by the Institute for Credentialing Excellence (ICE).

If your program has already been accredited by the American National Standards Institute (ANSI), or the National Commission for Certifying Agencies (NCCA), or the International Certification Accreditation Council (ICAC), please let us know and you will not have to complete this checklist. The military services encourage agencies to attain accreditation of their certification programs as it will help ensure that the credential programs utilized by service members have met a baseline standard. For more information on these accreditation programs:

ANSI: <https://www.ansica.org/wwwversion2/outside/PERgeneral.asp?menuID=2>

ICAC: <http://www.icacnet.org/wordpress/>

NCCA: <http://www.credentialingexcellence.org/p/cm/ld/fid=81>

For the purposes of this document, the association or agency that grants certification to candidates will be referred to as the credentialing body (CB).

Instructions:

1. Please address each of the standards in Table 1, and state "Yes" or "No" in the box in the center column to indicate whether the standard or requirement has been met.

****Note:** By stating "Yes" in the box, the CB attests to the fact that the standards in this table apply equally to military and non-military applicants**

2. Use the space provided in the right-hand column to provide the following information:
 - a. If the standard has been met, please describe how the standard has been met and specify the documentation that could be provided (if needed) or an internet link where it can be found on your website. The more descriptive you can be, the easier it will be for us to assess.

**** Note:** Documents and links will help us understand your response. Missing or inconsistent data may delay or halt our review, and possibly affect posting of your credential throughout all of the services' COOL websites**

- b. If the standard has NOT been met, please specify the reason(s) for this. Also, if applicable, address the steps that will be implemented (along with a timeline) that will lead to the standard being achieved in a reasonable period of time.

If additional space is needed, feel free to add on additional pages to this document.

3. Please submit your name and contact information in the area provided at the end of this document, so that a COOL analyst can contact you if there are any questions.
4. Once completed, please email the document to navycool@navy.mil. Thank you in advance for your assistance.

The posting of the CB's credential on COOL:

- Does not imply an endorsement by the Department of Defense or any of the military services
- Does not ensure the military services will support funding toward the credential
- Does not guarantee the military services will continue to post the CB's credential on COOL if the services' needs change
- Does not imply that any of the CB's other credentials (if applicable) can or will be posted on COOL
- Does not require CB's acknowledgement or concurrence to be displayed
- Does not require CB's acknowledgement or concurrence to be removed
- Is based strictly on the needs of each individual military service and is subject to change based on the needs of each military service

Please Note: The intent of this document is NOT to change the business model of the CB, or for the CB to create a credentialing program or standard that is tailored solely to the military. This is merely an assessment tool to help the military services identify which credentials may meet their needs. This document should not infer/imply that DoD or the military services are directing CB's to make changes to their business models or practices.

Name:

Phone:

CB:

Title / Position:

Email:

Credential Title:

Table 1: COOL Credentialing Standards Checklist

Standard / Requirement		Met? ⁱ Yes or No	Comments / Documentation ⁱⁱ Provide link(s) or submit supporting documentation
1	The credentialing body (CB) will not require the candidate to have completed training that is solely provided by the CB.		
2	If the CB does provide an educational or training program, it must not imply that it is the only approved program as a requirement for the credential.		
3	If the CB does provide an educational or training program, those individuals responsible for training must not be affiliated with or responsible for the development of credentialing standards or the approval process.		
4	The credential exam fee must not be bundled with non-examination-related costs (i.e. training materials, membership cards, organizational magazines, etc...).		
5	The CB must document the specific tasks, knowledge, job duties, and / or skills that are purportedly being measured by the assessment process (e.g. exam, portfolio review, requirements review) associated with exam.		
6	The CB must document the development of the exam or assessment, specifying psychometric processes.		
7	The content areas of the assessment or exam must be directly aligned to information gathered during a job/task analysis, role delineation, and / or subject-matter expert consultation.		
8	Evidence regarding the validity and reliability of the assessment / exam scores must be documented.		
9	The CB must publish all assessment / examination processes and procedures required of the candidate.		
10	The certification/license must be recognized and in use by industry/organizations other than the CB's organization.		
11	The CB must be accessible and responsive to both applicant and certification holder (i.e. Internet, Phone, Email).		
12	Membership in an association affiliated with the CB will not be required for initial certification/license.		
13	The certification/license must have a time limit or Continuing Education requirements, with options for recertification and/or maintenance clearly outlined.		
14	The credential(s) offered must not be tailored towards or centric to military service members or occupations. It must fulfill a need in the civilian workforce.		

ⁱ By checking this column, the CB attests to the fact that the standards in this table apply equally to military and non-military applicants.

ⁱⁱ Documents and links will help us understand your response. Missing or inconsistent data may delay or halt our review, and possibly affect COOL posting of your credential.

Supplemental Questions:

1. How long has the credential been offered to the civilian/industry marketplace?

2. What industry and/or employers are actively seeking personnel holding your credential (examples)?

3. Is the credential listed on the DOL-sponsored Career Onestop website?
(<http://www.careeronestop.org/toolkit/training/find-certifications.aspx?&frd=true>)

If yes, Is the DOL listing correct (i.e. credential title matches the proper title found on your website)?

4. Has the credential been approved for GI Bill payment by the Department of Veterans Affairs?

If Yes, is it listed on the VA WEAMS website?

(<http://inquiry.vba.va.gov/weamspub/buildSearchLCCriteria.do>)

4.a.1. Is the VA WEAMS listing correct (i.e. credential title matches the proper title found on your website)?

4.a.2. Is the VA WEAMS cost displayed only showing the exam cost (fee not be bundled with non-examination-related costs (i.e. training materials, membership cards, organizational magazines, etc...)?

4.a.3. Are the military Services offered an equal-to or lower exam cost than displayed on VA WEAMS?

5. Does military training and/or experience apply towards the eligibility criteria for attaining the credential?