



Step-by-Step Overview: Intervener Microcredential and NICE Certification Process

This document provides a detailed overview of the steps involved in earning microcredentials and full certification to guide you through the process of submitting portfolios to earn one or more intervener microcredentials and/or pursuing the full NICE (National Intervener Certification E-Portfolio) Certification.

While the PAR²A Center team recommends following these steps in a specific order, it's important to understand that the process of artifact development as a part of portfolio creation may not always follow a linear path. Nevertheless, understanding all the steps outlined below will certainly contribute to achieving the goal.

- Step 1. Express Initial Interest
- Step 2. Review Policies, Procedures, and Training Module
- Step 3. Determine Microcredential (s) or Full Certification to be pursued
- Step 4. Register for you Microcredential (s) or Certification
- Step 5. Receive NICE Microcredential Template Documents
- Step 6. Gather Your Documents
- Step 7. Build your Portfolio
- Step 8. Recommendation by the Candidate's Mentor for Portfolio Submission
- Step 9. Submit your portfolio for review
- Step 10. Review process
- Step 11. Earn Microcredential, Badge, and Certification
- Step 12. Plan for Continued Professional Growth

Step 1: Express Initial Interest

Begin by contacting your State DeafBlind Project or the PAR²A Center (email: ritu.chopra@ucdenver.edu) to express your interest in pursuing one or more Intervener Microcredentials and/or the full NICE Certification.

Before starting the microcredential process, you must secure a mentor with support from your State DeafBlind Project. Having a mentor in place is a required step to ensure proper guidance throughout the process.

Step 2: Review Policies, Procedures, and Training Module

Candidates will review the [Intervener Microcredentials and National Intervener Certification ePortfolio \(NICE\) Policy and Procedures](#) document and complete the associated training.

These two resources serve as essential guides for both candidates and mentors as they prepare the ePortfolio submission.

Step 3: Determine Microcredential(s) or Full Certification

After completing step two, it's important, with your mentor's support, to select the microcredential(s) you wish to pursue.

Each microcredential corresponds to a specific standard from the [Council for Exceptional Children Intervener Standards](#), which you will learn more about in the next learning activity.

Alignment of Microcredentials and CEC Intervener Standards

CEC Intervener Standards	Microcredential Titles
Standard 1: Engaging in Professional Learning and Practice within Ethical Guidelines	Microcredential #1 – Intervener: Professional Learning/Ethical Practice

Standard 2: Understanding and Addressing Each Individual's Developmental and Learning Needs	Microcredential #2 – Intervener: Individual's Developmental and Learning Needs
Standard 3: Demonstrating Subject Matter Content and Specialized Curricular Knowledge	Microcredential #3- Intervener: Subject Matter Content and Curricular Knowledge
Standard 4: Using Assessment to Understand the Learner and the Learning Environment for Data-Based Decision Making	Microcredential #4 - Intervener: Assessing the Learner and Learning Environment
Standard 5: Supporting Learning Using Effective Instruction	Micro credential #5 - Intervener: Supports in Effective Instruction
Standard 6: Supporting Social, Emotional, and Behavioral Growth	Micro credential #6 - Intervener: Supports for Social, Emotional, and Behavioral Growth
Standard 7: Collaborating with Team Members	Micro credential #7 - Intervener: Collaboration with Team Members

Step 4: Register for you Microcredentials or Certification

At this stage, candidates must:

- [Register and pay for their chosen microcredential\(s\)](#) or full certification (all 7 microcredentials). Note that it is possible to pursue more than one microcredential simultaneously.
- Have identified a mentor identified as the registration form requires their mentor's name and email address

Step 5: Download the NICE Microcredential Template Documents

- After registering, you will receive an email with downloadable template documents for creating your portfolio, corresponding to the microcredential(s) you selected.

- Please note: You will have **3 months** from the date of registration to complete your submission. Be sure to register only when you are ready to begin.

Step 6: Gather Your Documents

- Collect all required documentation for your portfolio, following the specific guidelines outlined in the [Policy and Procedures](#) and [the Intervener Microcredentials and National Intervener Certification ePortfolio Training](#).
- Guidance for creating a successful portfolio will be covered in the upcoming learning activities.

Step 7: Build Your Portfolio

- The Artifact Templates are created to meet portfolio submission requirements and maintain consistency across your materials.
- Be sure to organize your documents in a clear, logical order, and label each one with a descriptive name. This will make it easier for both you and the reviewers to navigate your submission.
- You will explore this further in **Learning Activity 3: Developing Artifacts**
- Know the Portfolio Sections
- Each microcredential portfolio requires the following four sections to be completed before submission:
 - Portfolio Review Form
 - About Me
 - Media Releases
 - Artifacts

You will learn more about this in **Learning Activity 2: Creating Your Microcredential Portfolio**

Step 8: Candidate's Mentor to Recommend Submission on PAR2A website

The candidate's mentor must recommend that the candidate is ready to submit their work.

The mentor will submit the [Review Recommendation Form](#) to the NICE Team. After the form has been reviewed, the candidate will be given a link to upload their portfolio.

Step 9: Submit Portfolio for Review

Once Review Recommendation Form with the mentor verification is received, the PAR²A Center will send a portfolio submission link to Qualtrics to both the intervener and their mentor.

The collected evidence will be organized and compiled into a portfolio that reflects only the competencies outlined in the standard the intervener is attempting.

Step 10: Reviewer Assessment

Your submission will be reviewed by experts in DeafBlindness on the PAR²A Center Review Board. The reviewers will evaluate your evidence and assess your proficiency level for the selected Council for Exceptional Children Intervener Standard.

The review process may take varying amounts of time, depending on the size of the portfolio, which is determined by the number of CEC competencies that need to be addressed for a specific microcredential.

You will learn more about this in Learning Activity 5: Portfolio Submission and Review

Step 11: Earn Microcredential, Badge, and Certification

Microcredential and Digital Badge: Upon successfully completing the assessment

process, interveners will be awarded the microcredential corresponding to the Council for Exceptional Children Intervener standard they pursued. The award will acknowledge their demonstrated expertise and competence in the specific area of DeafBlind intervention.

Certification: Candidates who wish to complete all seven microcredentials must submit the portfolios for each one. Successfully completing all seven microcredentials will earn them the status of a nationally certified intervener.

Step 12: Plan for Continued Professional Growth

- Regardless of the outcome, the detailed feedback provided by the reviewers will help guide the candidate's continued professional development.
- If a candidate is unsuccessful on their first attempt, they can revise and resubmit their portfolio based on the reviewer feedback to demonstrate improvement.
- Successful candidates are eligible to apply for recertification five years from the date the last of the seven microcredentials was earned. See recertification requirements [here](#).

For more information on Intervener Microcredentials and NICE certification, contact Dr. Ritu Chopra (ritu.chopra@ucdenver.edu) at the PAR²A Center <https://paracenter.org/>.