

Overview of Steps to Intervener Microcredential and NICE Certification

- Step 1. **Express Initial Interest:** Contact your State DeafBlind Project or the PAR²A Center (ritu.chopra@ucdenver.edu) to express interest. You'll need to secure a mentor through your state project before moving forward.
- Step 2. **Review Policies and Complete Training:** Read the NICE Policies and Procedures carefully. Complete the required training module to understand expectations for participation and portfolio development.
- Step 3. **Choose Your Path:** Decide, with your mentor, whether to pursue individual microcredentials or the full NICE Certification (all 7 microcredentials).
- Step 4. **Register for Your Credential(s):** Register and pay for your chosen microcredential(s) or full certification. Include your mentor's name during registration.
- Step 5. **Receive Your Portfolio Templates:** After registering, you'll receive downloadable templates to guide your portfolio. You'll have 3 months to complete and submit your portfolio.
- Step 6. **Gather Your Documentation:** Collect materials that show your competency—this can include previous work, training, or coursework. Follow the guidance provided in training and policy documents.
- Step 7. **Build Your Portfolio:** Use the templates to assemble your portfolio which includes four sections: Portfolio Submission Form, About Me Narrative, Media Releases and Selected Artifacts
- Step 8. **Mentor Review and Recommendation:** Your mentor must review your completed portfolio and submit the Review Recommendation Form. You'll then receive a secure Qualtrics upload link.
- Step 9. **Submit Your Portfolio:** Upload your complete portfolio using the link provided after mentor approval.
- Step 10. **Portfolio Review:** Expert reviewers from the PAR²A Center will evaluate your portfolio.
- Step 11. **Earn Your Credential:** If approved, you'll receive a microcredential and digital badge. Completing all seven leads to full NICE Certification.

- Step 12. **Plan for Growth:** Use feedback to guide your ongoing professional development. If needed, you may revise and resubmit. Recertification is available five years after your final micro credential portfolio.