**Overview of Steps to Intervener Microcredential and NICE Certification**

1. Express Initial Interest**:** Contact your State DeafBlind Project or the PAR²A Center ([ritu.chopra@ucdenver.edu](mailto:ritu.chopra@ucdenver.edu)) to express interest. You’ll need to secure a mentor through your state project before moving forward.
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.
3. **Choose Your Path:**  Decide, with your mentor, whether to pursue individual microcredentials or the full NICE Certification (all 7 microcredentials).
4. **Register for Your Credential(s):**  Register and pay for your chosen microcredential(s) or full certification. Include your mentor’s name during registration.
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.
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.
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
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.
9. **Submit Your Portfolio:** Upload your complete portfolio using the link provided after mentor approval.
10. **Portfolio Review:**  Expert reviewers from the PAR²A Center will evaluate your portfolio.
11. **Earn Your Credential:** If approved, you’ll receive a microcredential and digital badge. Completing all seven leads to full NICE Certification.
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.