

Determining Policy for Electronic Credentials

SHELBY L. CEARLEY

ADTALEM GLOBAL EDUCATION

2022 NAFSA TEXAS STATE MEETING

Contents

1. Models of Electronic Documentation and Samples from Selected Providers
2. What Is Policy?
3. Creating a Policy and Needed Procedures
4. What Does Walden Do?
5. Best Practices
6. Questions

Models of Electronic Documentation



1. 3rd Party Issued
Credentials



2. Online
Verification Portal



3. Credentials
Extracted from
Digital Database

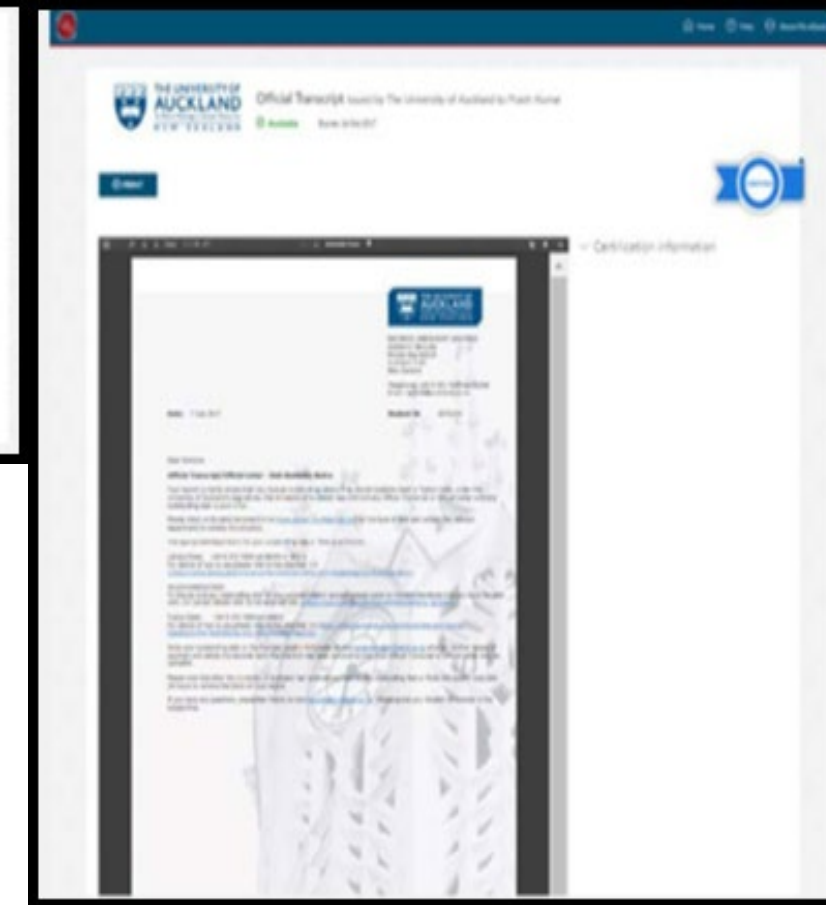
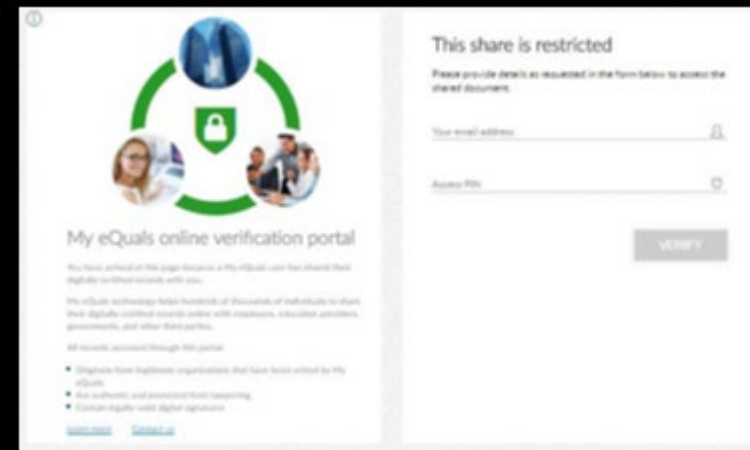
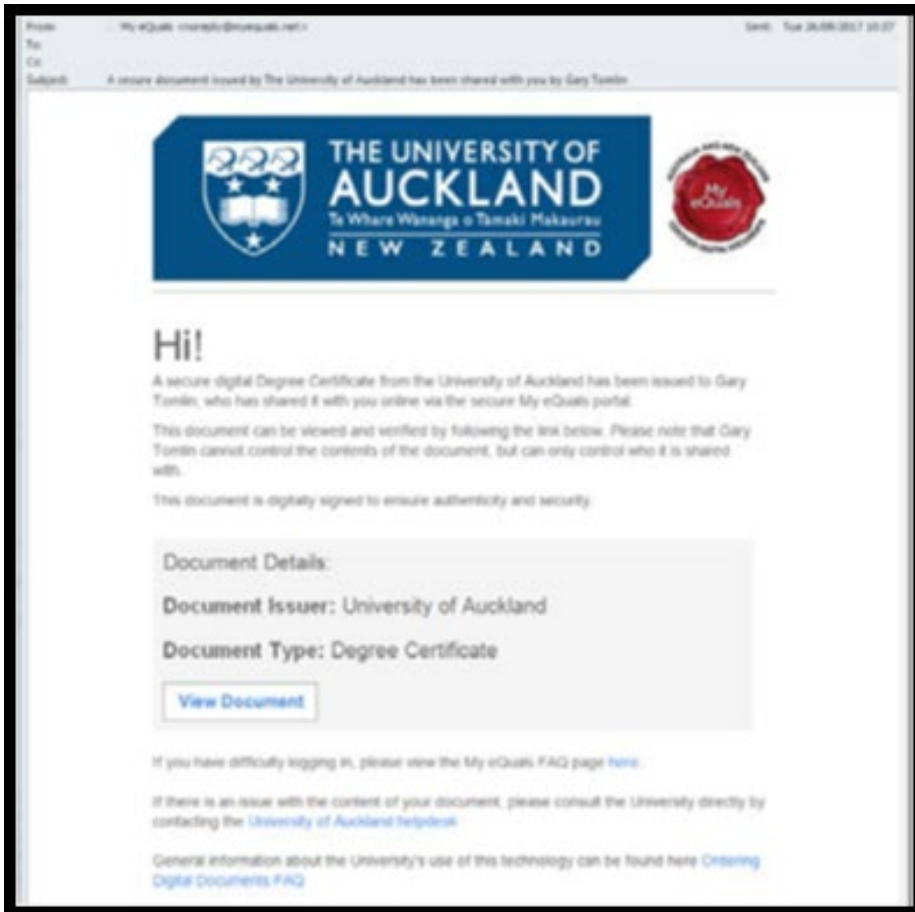


4. Combined
External Doc
Procurement /
Verification Service



5. Email Delivery
from Issuing
Institution

Sample #1 – My eQuals



Sample #2 – Lunds universitet (Sweden)



LUNDS
UNIVERSITET

Official Transcript of Records

2019-09-30

Completed courses	Scope	Grade	Date	Note
PSYP13 Psychology: Advanced Scientific Methods in Psychology	15.0 hp	B	2019-02-04	1
Grading table: Grade Number Percentage				
A 28 19.6				
B 69 48.3				
C 38 26.6				
D 7 4.9				
E 1 0.7				
1501 Analysis	(7.5 hp)	C	2018-12-27	1
1503 Linking theory and method	(4.5 hp)	B	2019-01-31	1
1502 Methodology and design	(3.0 hp)	A	2019-02-04	1
PSYP85 Psychology: Advanced Social Psychology	7.5 hp	C	2019-03-26	1
1701 Advanced Social Psychology	(7.5 hp)	C	2019-03-26	1
1702 Seminars in Advanced Social Psychology	(0.0 hp)	G	2019-03-26	2
PSYP75 Psychology: Advanced Personality Psychology	7.5 hp	A	2019-04-13	1
1701 Advanced Personality Psychology	(7.5 hp)	A	2019-04-13	1
1702 Seminars Advanced Personality Psychology	(0.0 hp)	G	2019-04-13	2
PSYP02 Psychology: Master's (One Year) Thesis in Psychology	15.0 hp	A	2019-06-17	1
Grading table: Grade Number Percentage				
A 7 41.2				
B 2 11.8				
C 7 41.2				
D 1 5.9				
E 0 0.0				
1201 Master's (One Year) Thesis in Psychology	(15.0 hp)	A	2019-06-17	1
PSYP11 Psychology: Theory and Practice of Science in Psychology	15.0 hp	B	2019-09-23	1
Grading table: Grade Number Percentage				
A 107 50.0				
B 74 34.6				
C 29 13.6				
D 4 1.9				
E 0 0.0				
1206 Seminars	(0.0 hp)	G	2018-10-02	2
1204 Day Labs	(0.0 hp)	G	2018-11-02	2

Check the certificate on: <https://www.student.ladok.se/verifiera/>
Personal identity number: 19921110-8510 control code: 54DDMG2G60
Verifiable until: 2019-12-29

Sample #2 – Lunds universitet (Sweden)

Verify certificate

Personal identity no

199211108510 1

Control number

54DDMG2G60 2

Retrieve 3

Sample #2 – Lunds universitet (Sweden)

If the verifiable by date has not passed, then a PDF will open in a new tab. You can download or print the PDF.

student.ladok.se/student/verifiera/intyg/%20199211108510/54DDMG2G60

1 / 2

LUNDS
UNIVERSITET

Official Transcript of Records

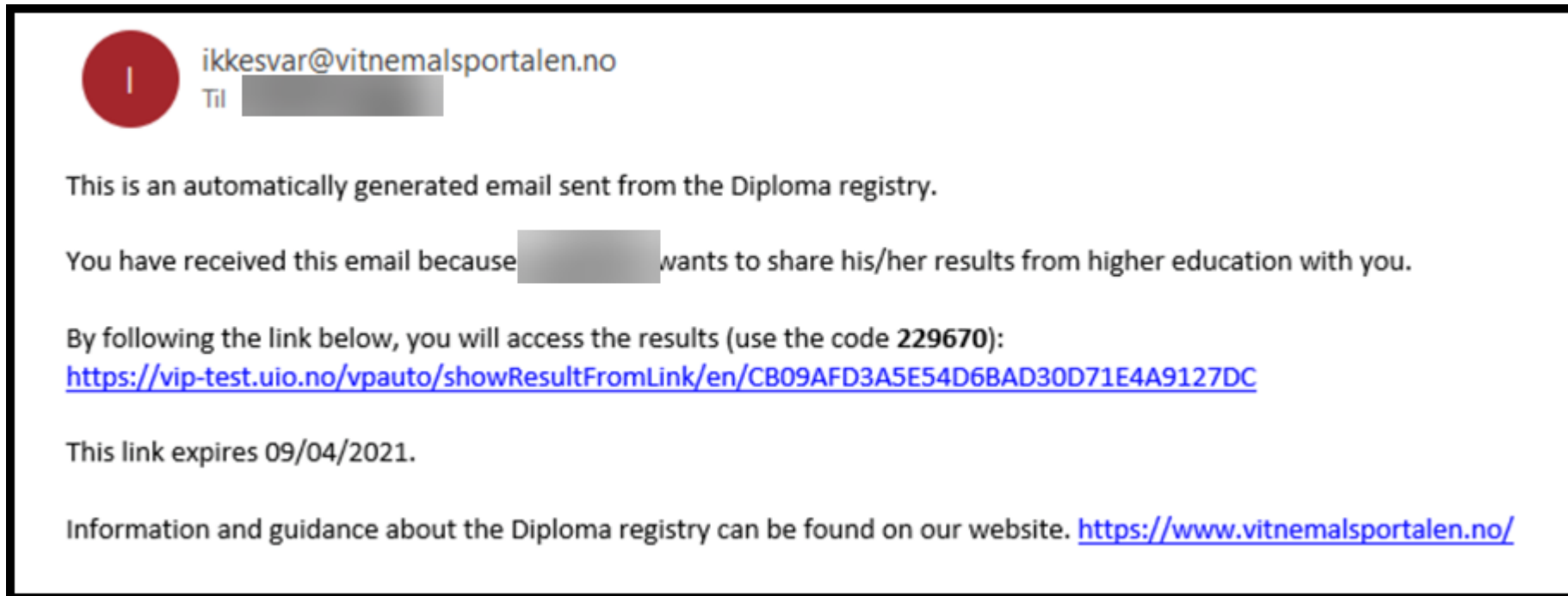
2019-09-30

Completed courses	Scope	Grade	Date	Note
PSYP13 Psychology: Advanced Scientific Methods in Psychology	15.0 hp	B	2019-02-04	1
Grading table:	Grade Number Percentage			
	A 28 19.6			
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1701 Advanced Social Psychology	(7.5 hp)	C	2019-03-26	1
1702 Seminars in Advanced Social Psychology	(0.0 hp)	G	2019-03-26	2
PSYP75 Psychology: Advanced Personality Psychology	7.5 hp	A	2019-04-13	1
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	D 4 1.9			
	E 0 0.0			
1206 Seminars	(0.0 hp)	G	2018-10-02	2
1204 Day Labs	(0.0 hp)	G	2018-11-02	2

Check the certificate on: <https://www.student.ladok.se/verifiera/>
Personal identity number: 19921110-8510 control code: 54DDMG2G60
Verifiable until: 2019-12-29

Page 1 / 2

Sample #3 – Vitnemålsportalen (Norway)



Sample #3 – Vitnemålsportalen (Norway)

Enter key

Please enter the code provided in the email you received in order to view the results.

Code:

[Go to the results](#)

Sample #3 – Vitnemålsportalen (Norway)

Results for [REDACTED]

[REDACTED] has chosen to share the following results with you.

This link expires 09/04/2021.

Higher education

Oslomet - Oslo Metropolitan University ?					
Oppdrag (15 ECTS) achieved 24/06/2013					
Study programme: Tutor and Manager of Classes and Groups - Tasks and Challenges					
Course code	Course	Semester	Credits	Grade	Grade distribution ABCDE ?
Compulsory Subjects					
KONT7100	Tutor and Manager of Classes and Groups - Tasks and Challenges	2013 Spring	15 ECTS	Pass	
Other results (160 ECTS)					
Course code	Course	Semester	Credits	Grade	Grade distribution ABCDE ?
EL1000	Kommunikasjon, sosialisering og opplæring, samt basis og støttefag	2009 Autumn	30 ECTS	Pass	
EL1100	Yrkesoppgaver, -prosesser og -analyse, prosjekt samt basis og støttefag	2010 Spring	30 ECTS	Pass	
EL2100	Learning Strategies, Vocational Qualification Processes and Vocational Foundation, Basic and Supplementary Subjects	2010 Autumn	30 ECTS	Pass	

GEO4330	Environmental Hazard and Risk Analysis	2009 Spring	10 ECTS	D	
STV4214B	International Environmental Governance	2009 Spring	10 ECTS	C	
ECON4310	Intertemporal Macroeconomics	2009 Autumn	10 ECTS	D	
ECON4925	Resource Economics	2009 Autumn	10 ECTS	C	
GEO4211	Petroleum Systems	2009 Autumn	10 ECTS	C	
ECON4088	Oral exam, Master in Environmental and Development Economics	2010 Autumn	—	C	
Master's thesis					
ECON4090	Thesis, Master in Economics Technology Improvement Policy and a Reduction in Global Carbon Emission The case of South Africa	2010 Autumn	30 ECTS	Pass	

[Signed document with selected results \(PDF\)](#)

NB: Some browser's internal PDF viewers do not show digital signature. In such cases, we recommend using Adobe Acrobat Reader.

Sample #3 – Vitnemålsportalen (Norway)

Shy, Shy has chosen to share the following results with you.

Higher education

Oslomet - Oslo Metropolitan University

Oppdrag (15 ECTS) achieved 24/06/2013
(Oslo and Akershus University College of Applied Sciences)

Study programme: Tutor and Manager of Classes and Groups - Tasks and Challenges

				Grade distribution					
Course		Semester	Credits	Grade	A	B	C	D	E
Compulsory Subjects									
KONT7100	Tutor and Manager of Classes and Groups - Tasks and Challenges	2013 Spring	15 ECTS	Pass					

Other results (160 ECTS)

Course	Semester	Credits	Grade	Grade distribution				
				A	B	C	D	E
EL1000	Kommunikasjon, sosialisering og opplæring, samt basis og støttefag (Akershus University College)	2009 Autumn	30 ECTS	Pass				
EL1100	Yrkesoppgaver, -prosesser og -analyse, prosjekt samt basis og støttefag (Akershus University College)	2010 Spring	30 ECTS	Pass				
FI 2100	Learning Strategies, Vocational Qualification Processes and Vocational Foundation Basic and Supplementary Subjects	2010 Autumn	30 ECTS	Pass				

EL3300	perspective in relation to specialised vocational subjects (Akershus University College)	2011 Spring	30 ECTS	D	----
EL3300	The teacher and the skilled worker seen from a developmental perspective in relation to specialised vocational subjects (Akershus University College)	2011 Spring	—	B	
EL3300	The teacher and the skilled worker seen from a developmental perspective in relation to specialised vocational subjects (Akershus University College)	2011 Spring	—	C	
VCOO7100	Basic Competence in Coaching and Counselling (Oslo and Akershus University College of Applied Sciences)	2017 Autumn	15 ECTS	Pass	
PROVY6100	Basic Skills in Academic Supervision and The Role as a Supervisor	2020 Spring	15 ECTS	Pass	

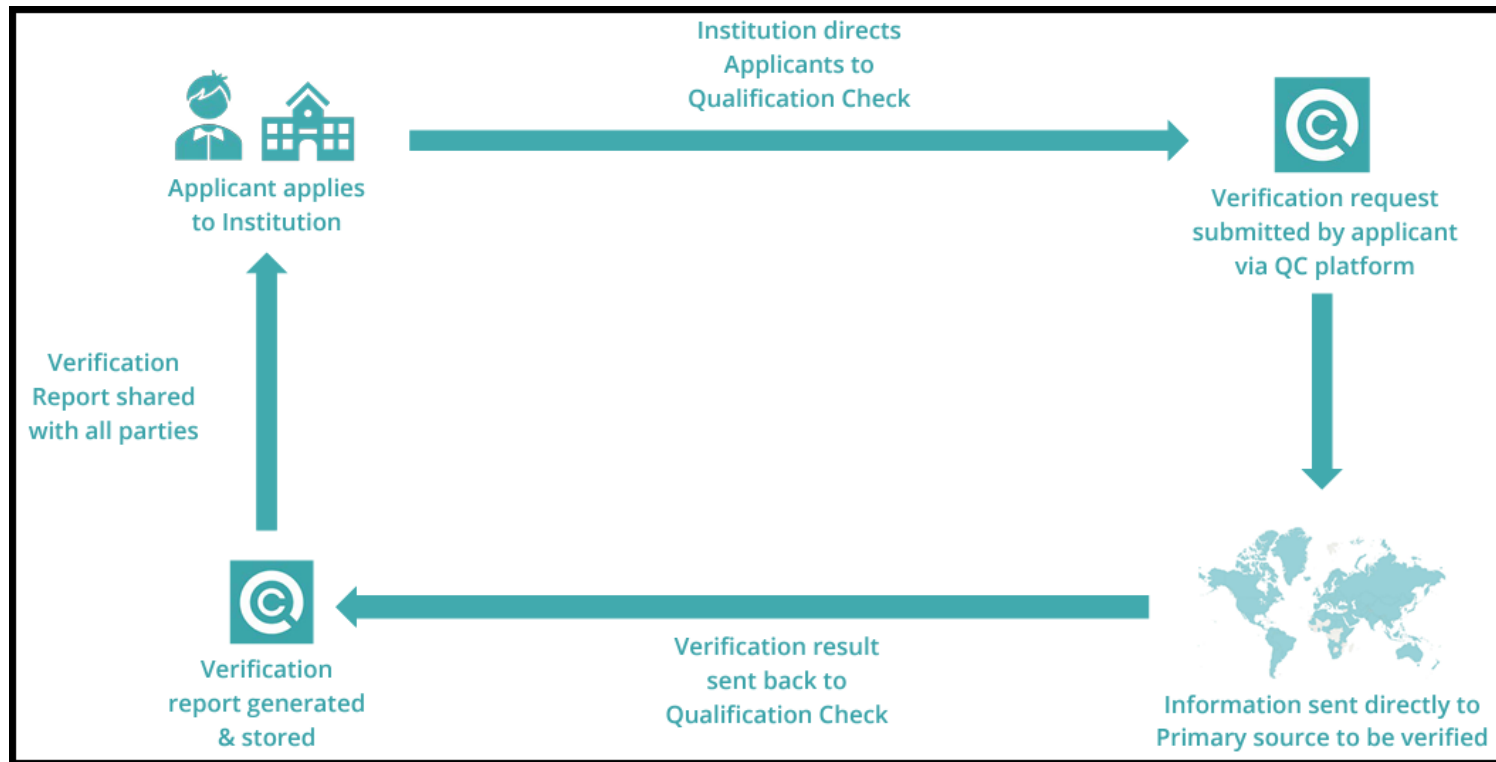
The distribution of grades is shown by the percentage for courses using the graded scale A-F. Fail (F) is not included in the distribution. All results from the last five years are included in the calculation. The distribution is also shown for courses that have been active for less than five years. There has to be at least 10 approved results during the period.

Document generated: 10/03/2021, 10:25

The document is electronically produced by Unit – The Norwegian Directorate for ICT and Joint Services in Higher Education and Research and contains results from the issuing institutions administrative system. The document is only valid in its original electronic form, as it appears in the diploma registry, with the accompanying electronic signature.



Sample #4 – Qualifications Check



Verified

QCTD 2

Institute	Suffolk New College
Institute Country	France
First Name	
Last Name	
Date of Birth	25/09/1993
Membership Number	
Date of Issue	01/07/2016
Course	French and Spanish
Qualification	Bachelor
Classification	2:1
Enrolment Year	2013
Graduation Year	2016
Comments or Additional Requests	Please confirm exact dates of attendance
Institute Provided Details	Exact dates of attendance are as follows: 1st September 2013 - 14th July 2016
Approved by	Joe Bloggs - Registrar

Verified by
QUALIFICATION CHECK
www.qualificationcheck.com

Sample #5 – Email from School

FW: [external] re: [REDACTED] - TOR & RLE Summary



[REDACTED] on behalf of Electronic Transcripts

To: ☐ Global Transcript Evaluations

Cc: ☒ [REDACTED]; ☒ [REDACTED]

You replied to this message on 3/28/2022 12:08 PM.



[REDACTED] - TOR & RLE.pdf
3 MB

Reply

Reply All

Forward



Mon 3/28/2022 11:24 AM

Dear Sir/Mam:

Peace!

Kindly see attached file.

Thank you. God bless the Philippine Nation and the whole world!

Registrar's Office

Concordia College, Inc.

1739 Pedro Gil St., Paco, Manila

Website: <http://laconcordia.edu.ph>

Email: registrar@laconcordia.edu.ph

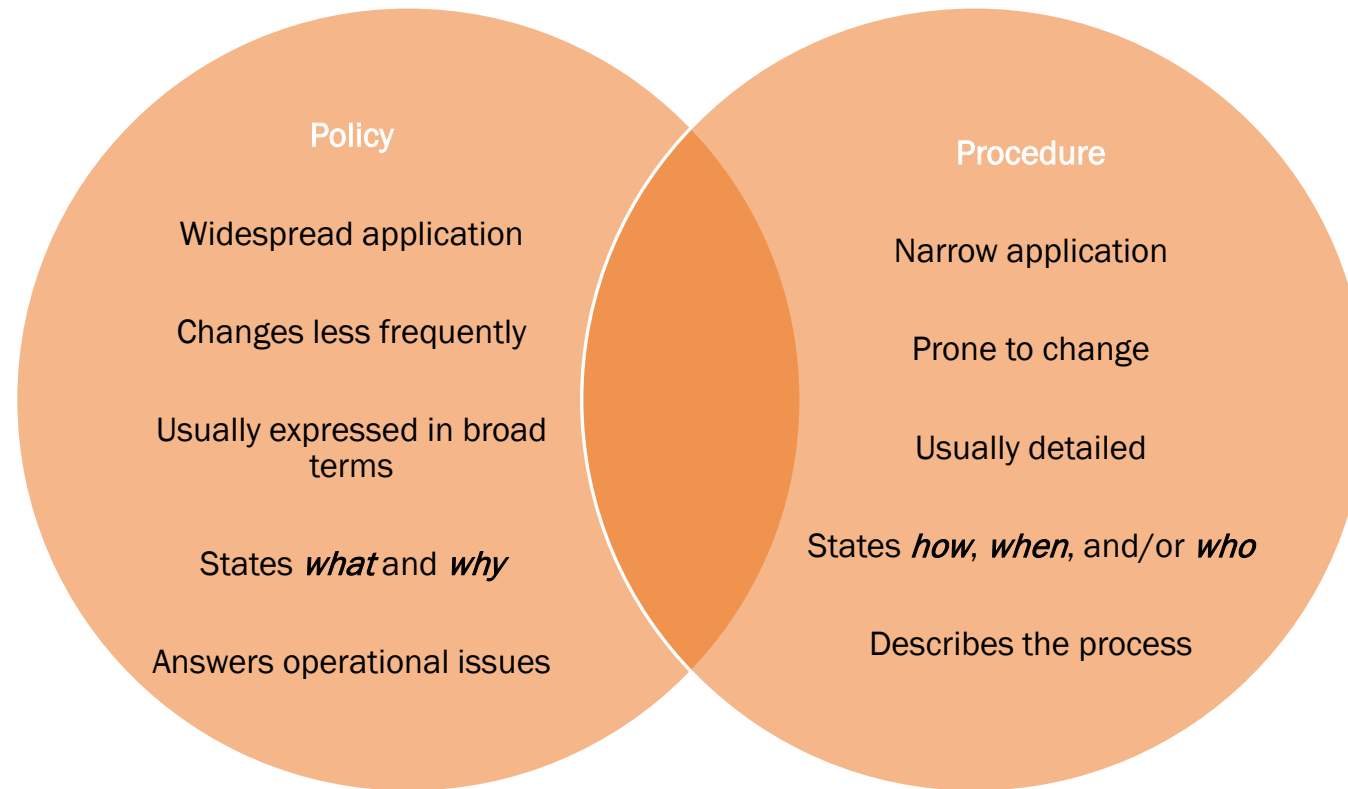
Tel. No: (02) 8563-4352 & (02) 8564 - 2001

Policy ['poləsi
written contra
company, or

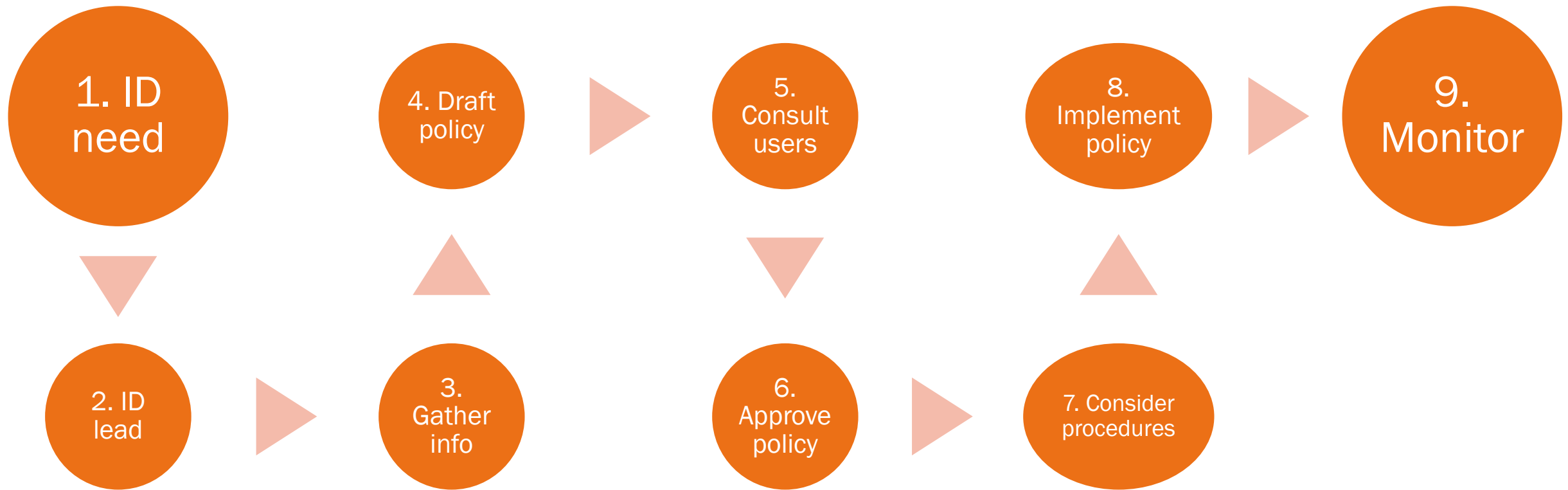
What is policy?

Image Source: <https://www.safeopedia.com/images/uploads/text-alphabet-ampersand.jpg?w=487&h=275&mode=Crop&quality=80&scale=both&bgcolor=000000>

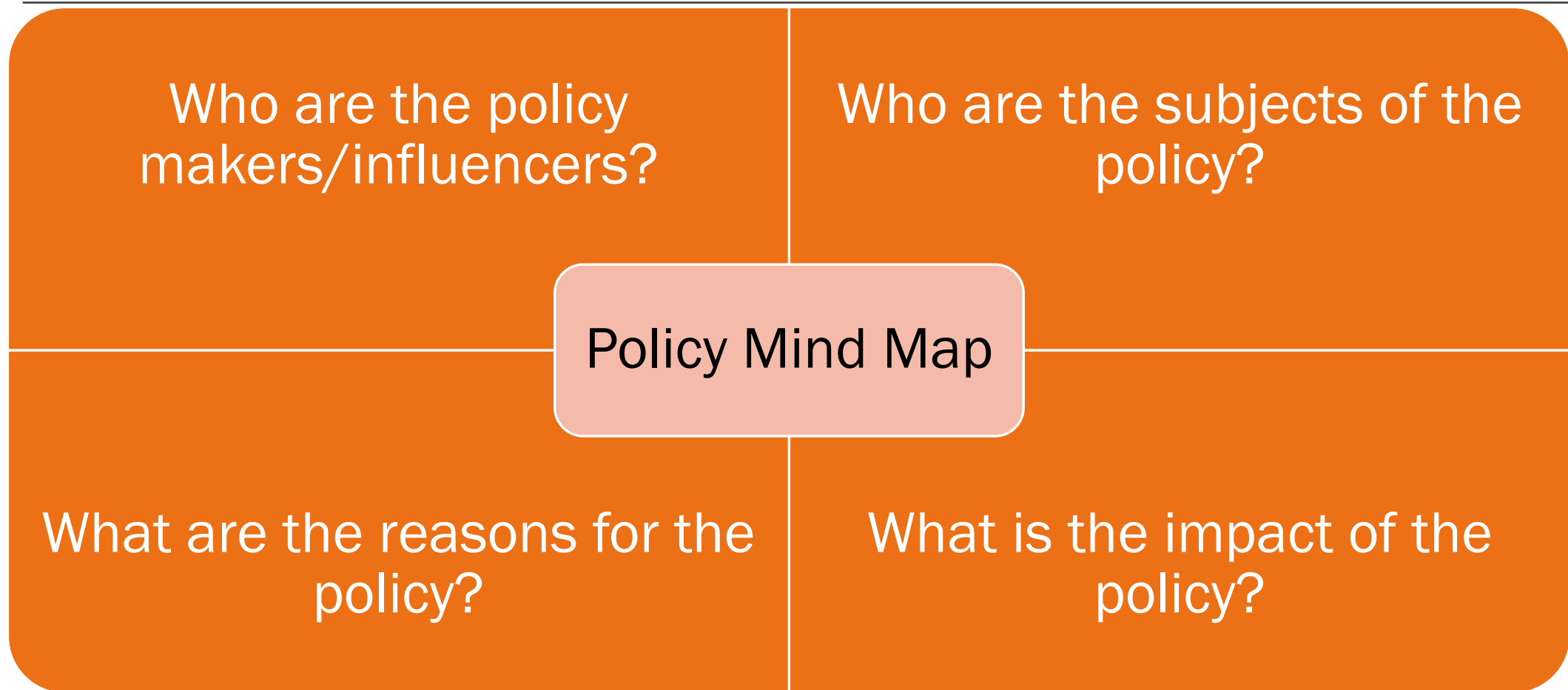
Policy versus Procedure



Creating a Policy



Questions to Consider



What We Do...



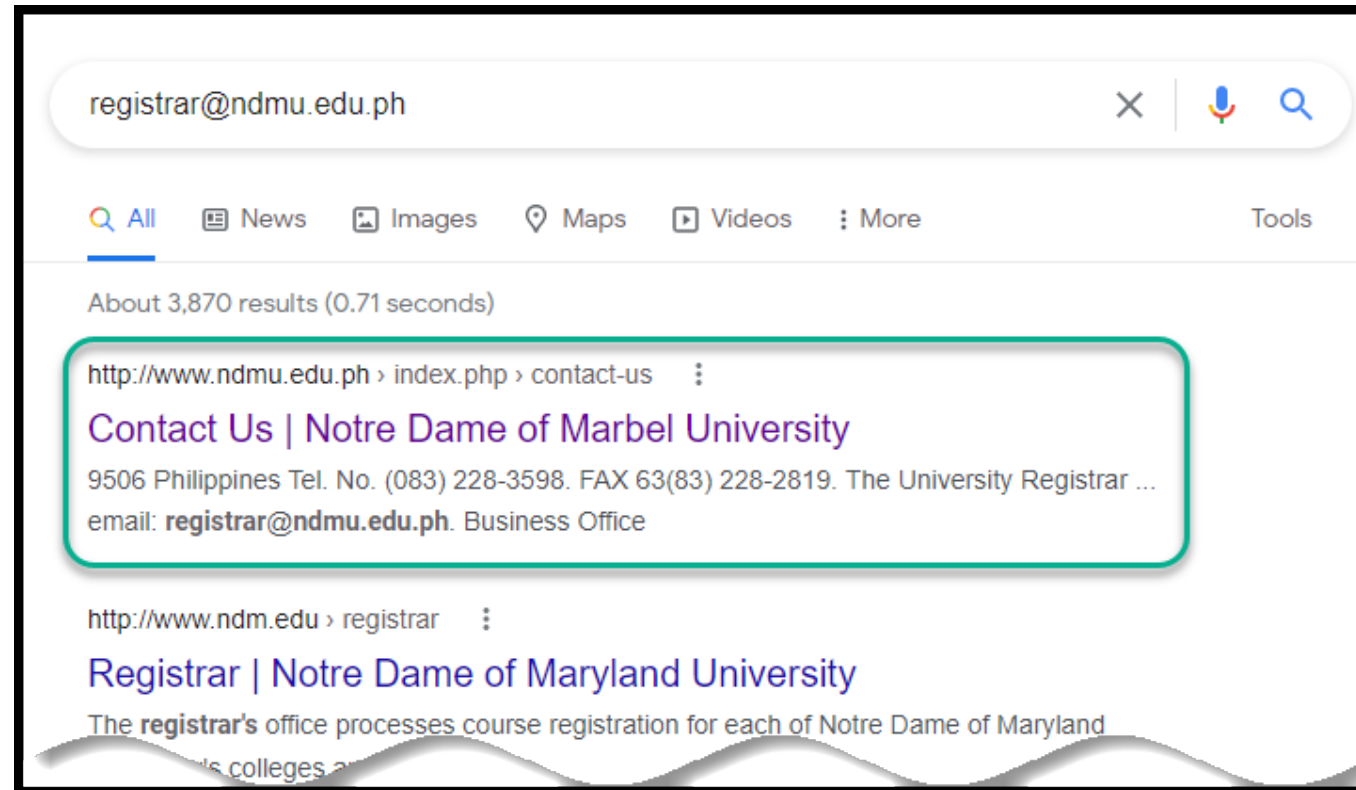
What Does Walden Do with Emailed Docs?

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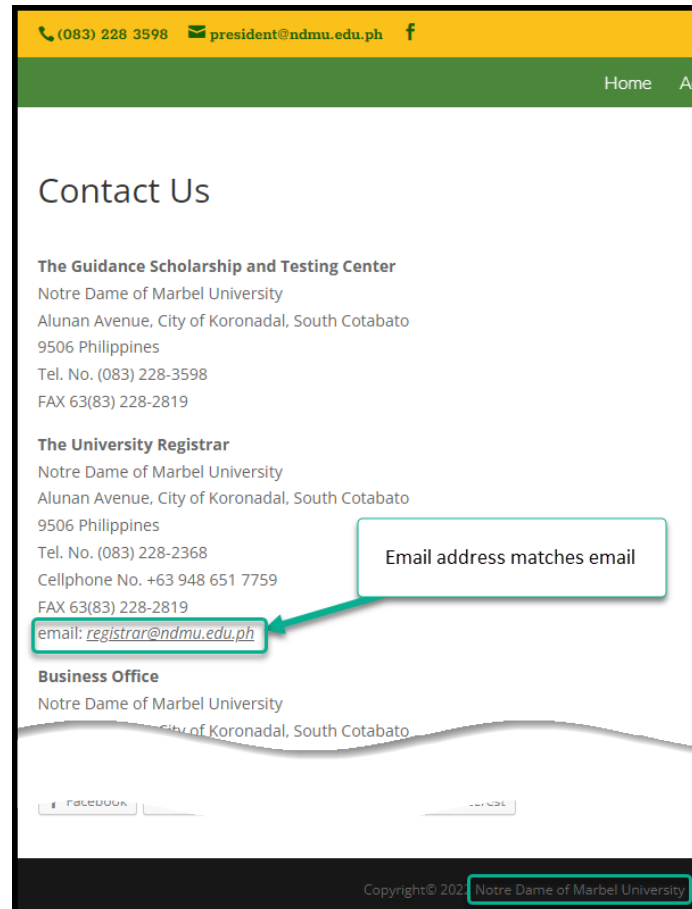
Example 1



Example 1



Example 1



Example 1

Excel APPROVED Senders_Electronic Transcripts - Saved

Search (Alt + Q)

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Table Design Editing

Calibri 11 B I Merge General \$ 0.00 0.00 Conditional Formatting Styles Format As Table

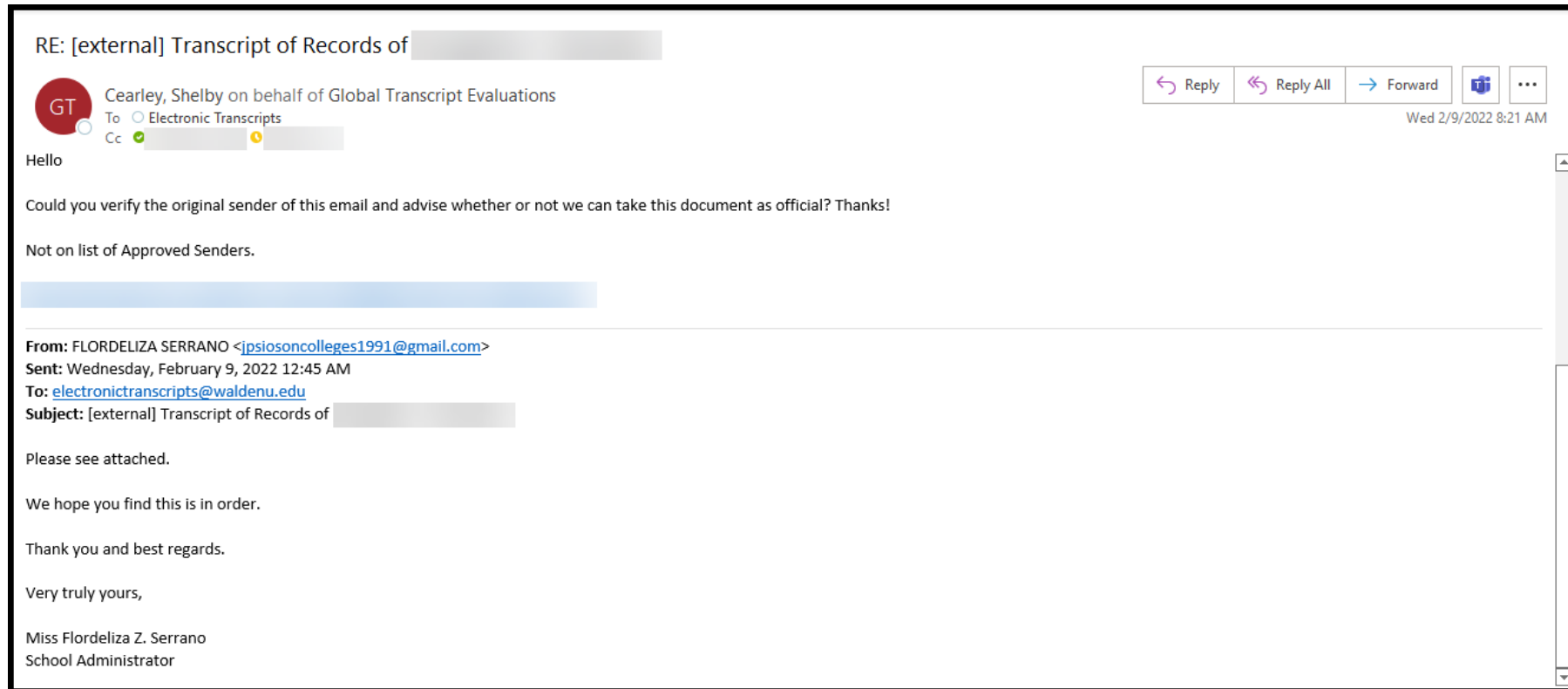
B485 =XLOOKUP(Notre Dame of Marbel University, Institution Name, Sender Name, Sender Title or Office, Sender Email Address, Date Verified, Verified by, NOTES, Column1)

	Country	Institution Name	Sender Name	Sender Title or Office	Sender Email Address	Date Verified	Verified by	NOTES	Column1
482	Philippines	New Era University	Eduardo B. Forment	Registrar	eduardo.b.forment@newera.edu.ph	3/1/2021	MMerecka		
484	Philippines	Notre Dame of Marbel University	University Registrar	Registrar	registrar.ndmu.edu.ph	3/10/2022	SCearley	http://www.ndmu.edu.ph/index.php/contact-us/	
486	Philippines	Our Lady of Fatima University	Registrar	Registrar	oifu.registrar.inquiries@fatima.edu.ph	6/12/2020	DBenz		

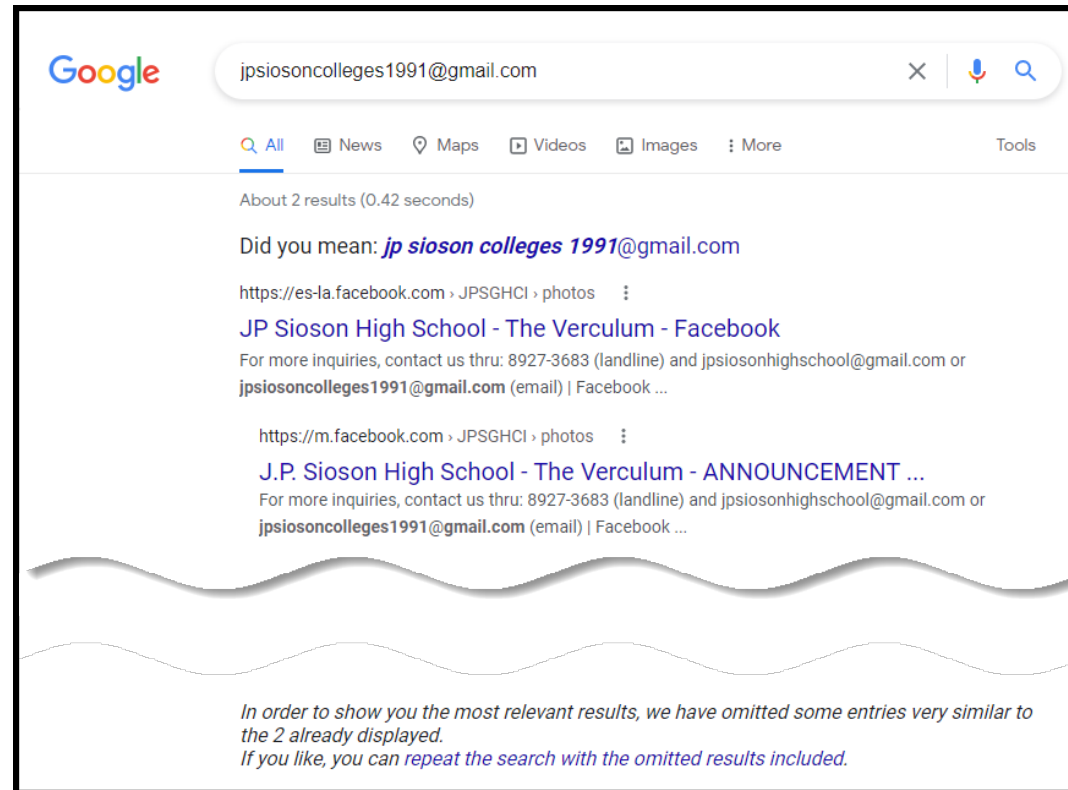
Approved Senders_International UNAUTHORIZED SENDER Sheet1

Calculation Mode: Automatic Sheet Number Workbook Statistics Give Feedback to Microsoft 80%

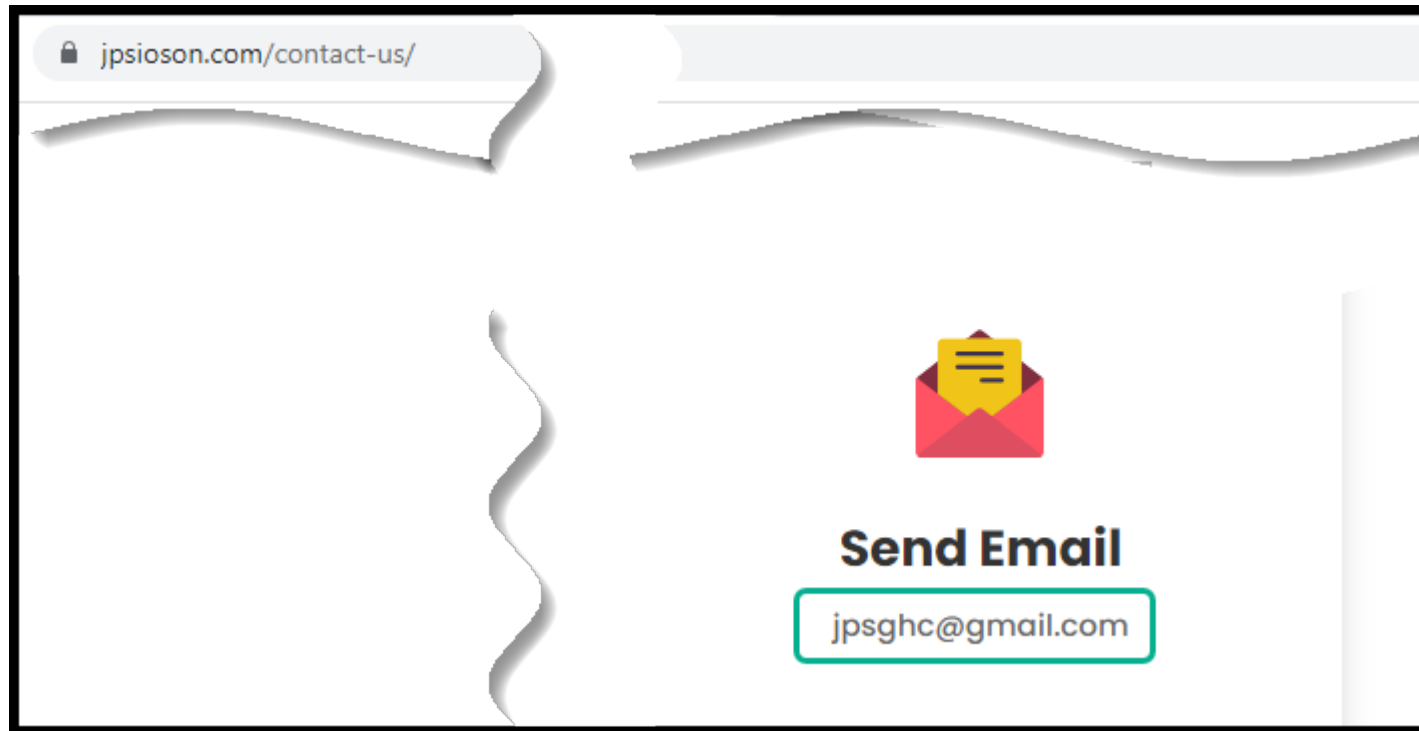
Example 2



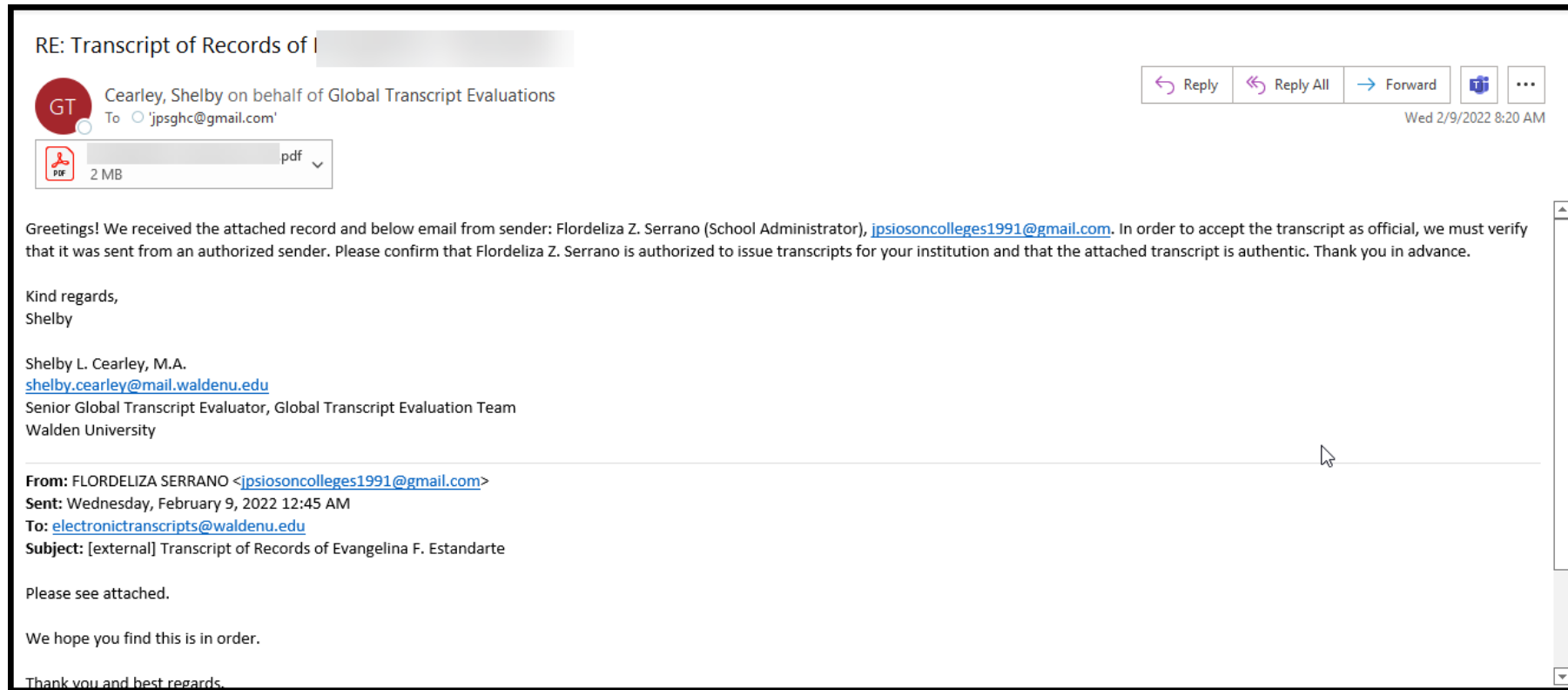
Example 2



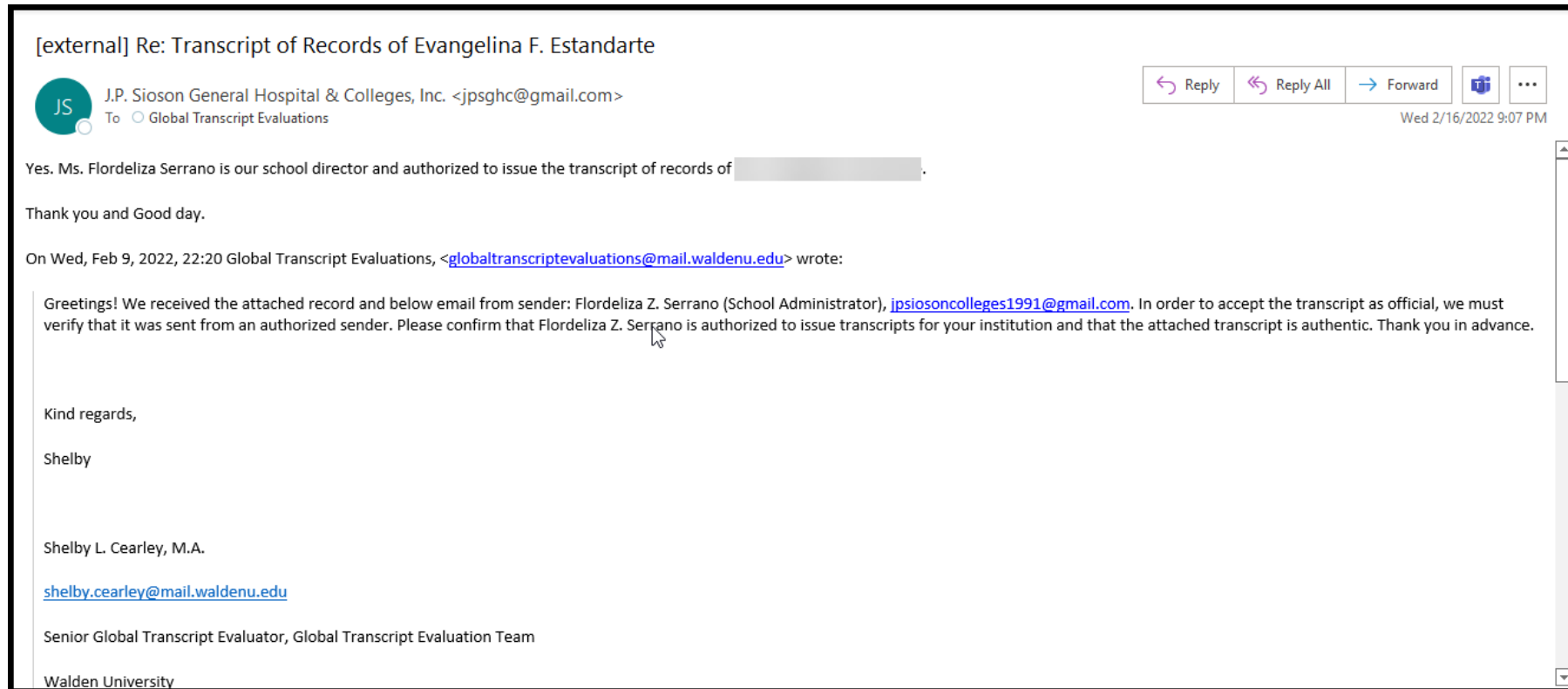
Example 2



Example 2



Example 2



Example 2

AutoSave Off | APPROVED Senders_Electronic Transcripts_3-10-2022 | Search (Alt+Q) | Cearley, Shelby CS

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat Table Design

Clipboard: Cut, Copy, Paste, Format Painter | Font: Calibri, 11, Bold, Italic, Underline, Color, Background Color | Alignment: Left, Center, Right, Justify, Indent, Wrap Text, Merge & Center | Number: General, Currency, Percentage, Decimals, Fractions | Styles: Normal, Good, Bad, Neutral | Cells: Insert, Delete, Format | Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select | Analysis: Analyze Data, Sensitivity | Comments, Share

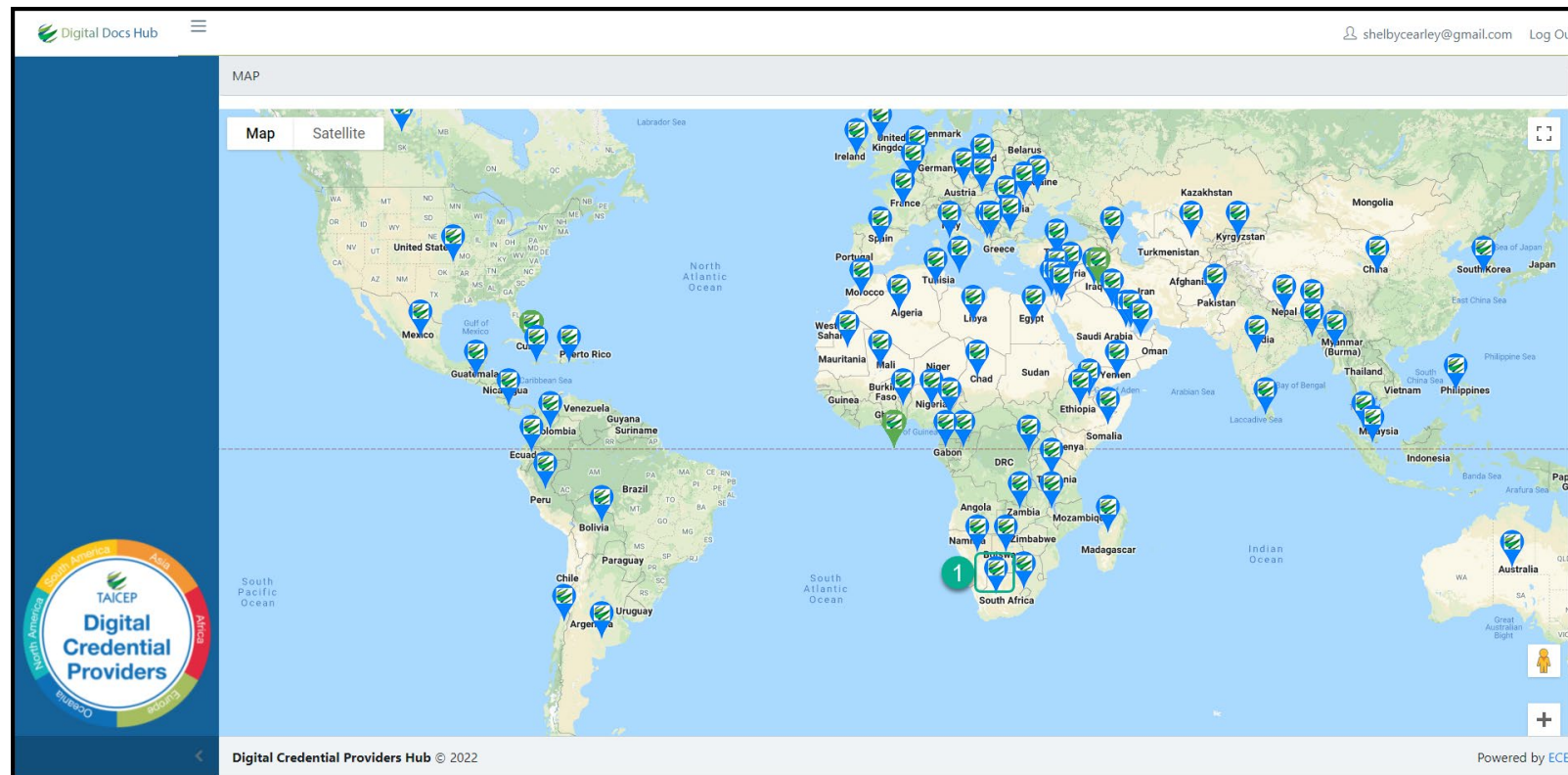
E462 | jpsiosoncolleges1991@gmail.com

Country	Institution Name	Sender Name	Sender Title or Office	Sender Email Address	Date Verified	Verifi
Philippines	J.P. Sioson General Hospital & Colleges, Inc.	Flordeliza Z. Serrano	School Administrator	jpsiosoncolleges1991@gmail.com	2/17/2022	SCS

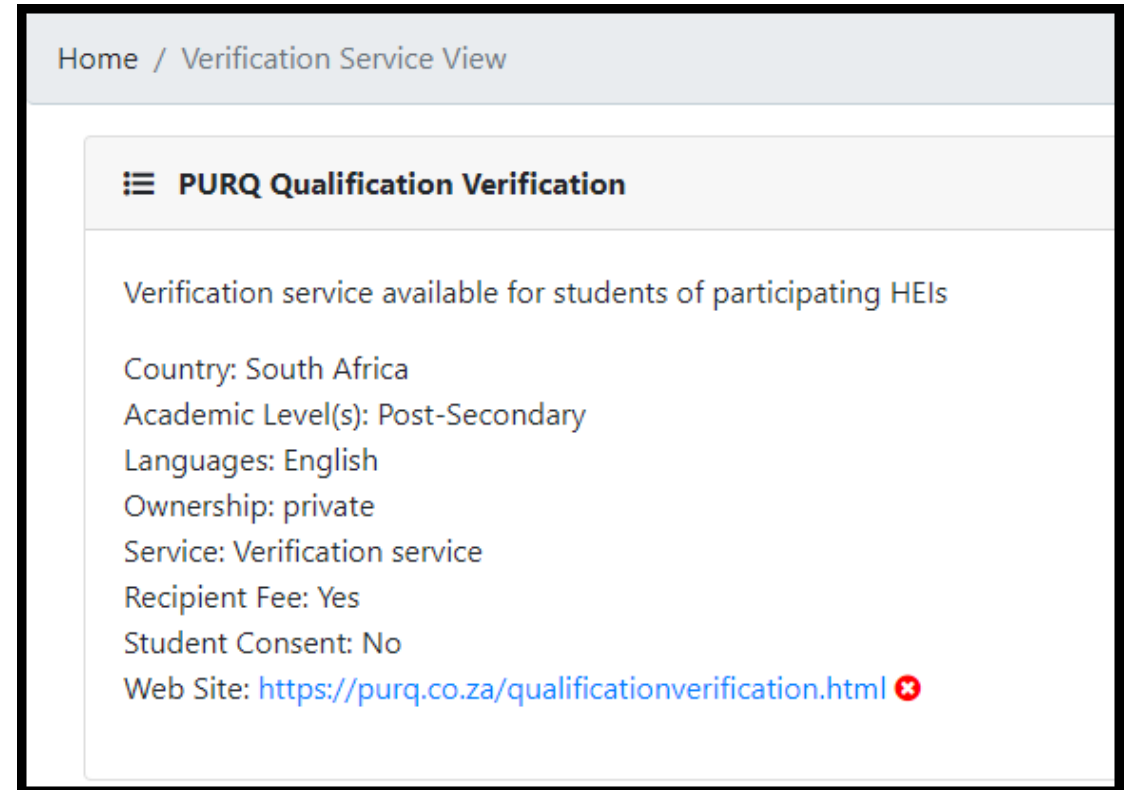
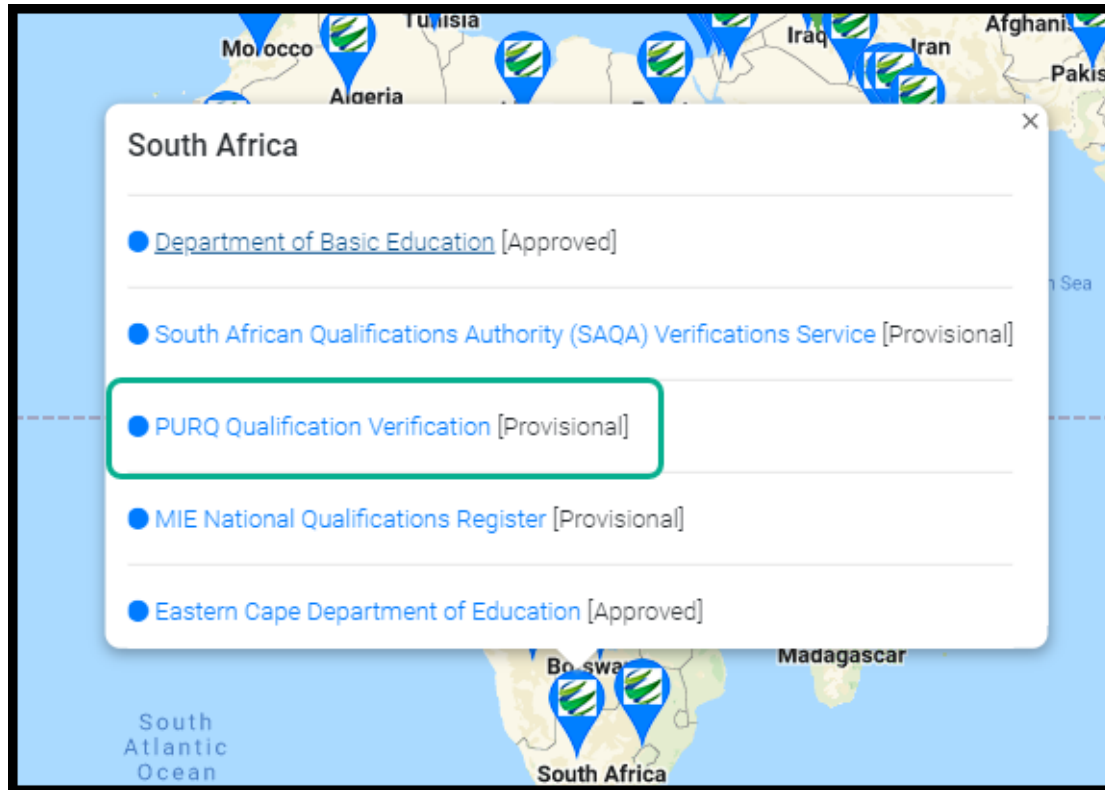
Best Practices

- Prepare email templates in the most common languages
- Determine calendar for responses (when to give a gentle reminder, how many times, when to say physical documents required instead)
- Keep copies of verification responses for historical purposes
- Update documentation requirements online and in your marketing materials as you accept new electronic delivery methods
- See handout for best practices on vetting electronic delivery providers

Digital Credential Providers - PAID



Digital Credential Providers - PAID



Verif. Sources for Ed Docs - PAID

VERIFICATION SOURCES FOR EDUCATIONAL DOCUMENTS

Print

PDF

eBook

Please find this exciting feature that allows you to verify the authenticity of documents submitted for evaluation. It will help in our fight against fraudulent documents while preserving the integrity of all parts involved, the institutions issuing the documents, the agencies conducting the evaluations, and the institutions receiving the evaluations. TAICEP is very proud of offering this unique feature exclusively to its members! Many thanks to Dr. Lou Nunes and her Resources for Members Committee for bringing the project to fruition!

Country	<input type="text" value="Romania"/>	1
Level	<input type="text" value="Secondary"/>	2
Institution/Authority	<input type="text"/>	

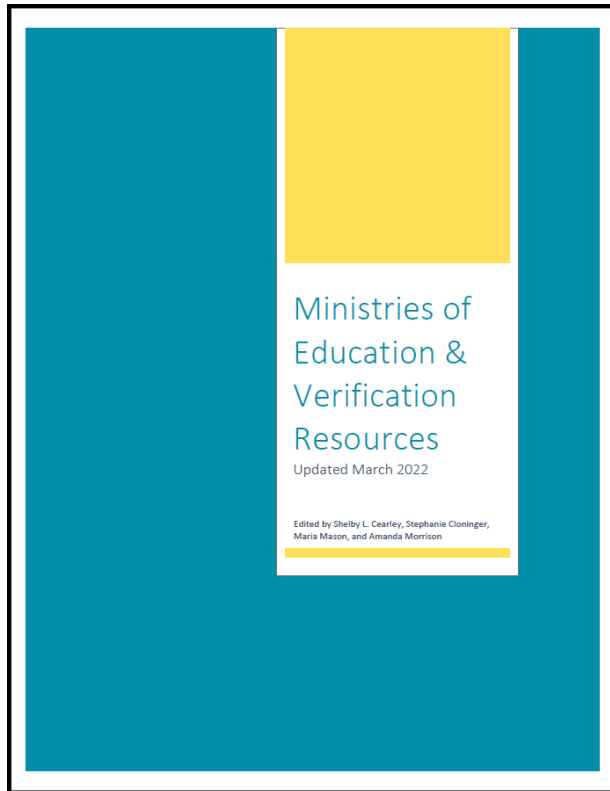
☐ Find all conditions (i.e. "AND")

3

Country	Level	Institution/Authority	Websites, Emails or Other Contact Sources
ROMANIA	Post Secondary	Universitatea 1 Decembrie 1918	dppd@uab.ro
ROMANIA	Post Secondary	Universitatea Al. I. Cuza	feaa@uaic.ro, or contact@uaic.ro
ROMANIA	Secondary		http://bacalaureat.edu.ro/
ROMANIA	Secondary	SEI Education Portal of the Ministry of Education	http://static.bacalaureat.edu.ro/2004/
ROMANIA	Secondary	Ministry of Education	http://static.bacalaureat.edu.ro/2010/

1 2 3

The MOE PDF – Free (Email me!)



Ministries of Education & Verification Resources

- o Secondary school registration which will be on the reverse side of their diploma de Ensino Médio.
- Tertiary Verification
 - o Biblioteca Digital Brasileira de Teses e Dissertações (Brazilian Digital Library of Theses and Dissertations): <http://bdtd.ibict.br/vufind>
 - o Conferência de document digital (Digital Document Conference): <http://sada.kroton.com.br/A1.aspx>
NOTE: Used by Universidade Anhanguera, Faculdade Metropolitana de Anápolis (FAMA), LGF, Faculdades Pitágoras, UNIC Brasil, Universidade Anhanguera-Uniderp, União Metropolitana de Educação e Cultura (UNIME), Centro Universitario Cândido Rondon (UNIRONDON), and Faculdades Integradas Norte do Paraná (UNOPAR). You must have the 32-digit document code from the credential in order to retrieve the verification.
 - o Centro Universitário Anhanguera de São Paulo: <http://sada.kroton.com.br/A1.aspx>

Don't forget to complete a session survey on the Meeting website!

We want to hear from you!

The screenshot shows the website for the 2022 Texas State Meeting, Thursday March 31, organized by NAFSA Region III. The header banner includes the event title and date. Below the banner is a navigation bar with links: Home, Registration, What's Happening, Sponsors, Welcome, Luncheon, Closing Ceremony, Technical Info, Session Schedule, Session Links, and Forum. A red arrow points to the 'Survey & NAFSA Info' link, which is highlighted with a red box. Below the navigation bar are social media icons for Facebook, Twitter, and Email, and a notification to create a login for the Meeting Forum. The main content area is divided into four columns. The first column is for 'RESUME REVIEWS' with a 'Resume Review Sign Up' button. The second column is for 'SESSION SURVEY' with a 'Session Survey' button highlighted by a red box and a red arrow. The third column is for 'MEETING SURVEY' with a 'Meeting Survey' button. The fourth column is for 'REGION III TEAM' with a 'Region III Team' button.

2022 TEXAS STATE MEETING Thursday March 31 NAFSA REGION III

Home Registration What's Happening Sponsors Welcome Luncheon Closing Ceremony Technical Info Session Schedule Session Links Forum

Survey & NAFSA Info

Don't forget to create a login to interact on our Meeting Forum!

Hello liz ford

RESUME REVIEWS
Sign up to have your resume reviewed or to be a resume reviewer! Resume Reviews will be scheduled for the afternoon of 3/31.
Resume Review Sign Up

SESSION SURVEY
Don't forget to fill out the survey for each session you attend.
Session Survey

MEETING SURVEY
Tell us how you think we did and what you would like to see for next time!
Meeting Survey

REGION III TEAM
Meet your Region III Team!
Region III Team

Questions?

This slide deck and accompanying handout will be available on the NAFSA Texas State webpage and on my website.

Thank you!

Contact me:

Shelby L. Cearley

Senior Global Transcript Evaluator, Global Transcript Evaluation Team, Institutional Shared Services

Adtalem Global Education

shelby.cearley@mail.waldenu.edu

<https://shelbycearley.com>