Credential Transfer Portal

A better way to verify credentials for schools, regulators, and other issuing authorities

What is the Credential Transfer Portal?

It is a web portal for schools, regulatory authorities, and other organizations to provide and certify credentials and related information electronically to CGFNS – thereby eliminating the need to convey paper documents.

Benefits

- Speedy
- Secure
- Reliable
- Eliminates duplication
- Efficient
- Free of charge

What to expect?

- Organizations will need to submit a request to join the Credential Transfer Portal (CTP) via **www.cgfns.org/ctp**.
- CGFNS will review the request and notify the issuing authority of next steps.
- Approved organizations will assign a Portal Administrator who will be prompted to establish an account. The Portal Administrator may assign additional Authorized Users.
- Authorized users will have access to a video tutorial and training guide.

Process

01 Applicant submits credential verification request to CGFNS.

02 CGFNS transmits applicant request to approved issuing authority.

03 Applicant contacts and provides issuing authority with consent for credential verification and makes payment (if necessary).

04 Authorized official logs into portal to verify information and submits documents directly to CGFNS.

05 Applicant record is updated with verified credential information in the CGFNS system.

Portal features:

- Digital form
- List of applicants with status details
- Educational program templates
- Self-service for certain functions
- User support for questions

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