

# Digital Certification Factsheet

## What Is Accredible?

[Accredible](#) is a platform for creating digital certificates and badges. Accredible has issued millions of digital badges for professional associations around the world, for recognizing career certifications and achievements.

## What are Digital Badges and Certificates?

The digital badge and certificate you will receive from Accredible is a way for you to share and validate your achievement. The certification it represents can easily be verified by viewers at any time, and the online view of the badge will communicate its up-to-date status to anyone attempting to verify it. When you share your badge, viewers can immediately see your membership and achievement/s.

Digital badges allow you to stand out as a certified expert in our industry, and give you verified credibility.

## The Benefits of Digital Badges and Certificates

- **Always Accessible** - Never worry about losing your certificate - ever. Your credential will always be present at its web address.
- **Easily Shareable** - You want to share your achievement. Digital credentials let you showcase your achievement on Facebook, Twitter and LinkedIn with one click.
- **Control Your Privacy** - Take advantage of searchability and have your achievement be discoverable on search engines or set it to private and share with only selected people. How and when you share your credential is up to you.
- **Print at Any Time** - Easily print a high-quality PDF of your certificate, whenever you'd like.
- **Membership, Verified** - Your membership can be verified at any time. Your certifications on LinkedIn can be linked to your live credential so anyone, anywhere can see what you have achieved.
- **Embed your credential on your own website and in your email signature.**

## Where to find and Retrieve your Credentials

### *Notification emails from the Institute of Paralegals*

Once you have been issued a badge from us, you will receive an email notification (sent through Accredible) from [office@theiop.org](mailto:office@theiop.org) Please allow for 5 business days after you receive your confirmation of membership or renewal approval for your credential notice to be delivered. The notification email will be delivered to the email address you supplied and will give you a link to your certificate and badge.

### *Notification emails from the Professional Paralegal Register (PPR)*

If you are a Registered Paralegal and/or a Regulated Paralegal i.e. you hold a Practising Certificate (PPC) with the PPR you will receive a separate email notification from [info@ppr.org.uk](mailto:info@ppr.org.uk) with your digital badge/s and certificate/s. **Please note that this usually takes between 5-10 days.**

## What To Do With Your Digital Credential

Your digital certificate and badge should give you recognition for your professional designation. With our secure digital certificates and badges, can be verified and shared with clients, employers, or recruiters.

To get the most out of your digital badge, you can:

- Add it to your 'Certifications' on LinkedIn (you can do this with one click on the credential)
- Share it to your LinkedIn feed to update your network
- Add your badge and designation to your email signature to communicate your new status with your clients and colleagues.

## Frequently Asked Questions

### 1. I have lost my login details to access My Credentials?

Please visit Sign In via <http://www.credential.net/welcome> and reset your password using the main email address you provided us for your membership.

### 2. Will I receive a printed certificate?

No, both the Institute of Paralegals and the Professional Paralegal Register only offer digital credentials and you will be able to download a PDF Print Ready version from My Credentials.

### 3. How Do I Use My New Digital Certificate and Badge?

For information on how to use your credential, please visit [how do I use my new credential](#).

### 4. How Can I Contact My Issuer?

To find out how to contact the Institute if you have any questions about your digital certificate and badge, please visit [how I can contact my issuer](#).

### 5. Have You Received a Certificate or Badge?

If you have received your digital certificate and you have questions about how to change certain personal details on it, please visit [have you received a certificate or badge](#).

### 6. What Happens When My Digital Certificate and Badge Expire?

Your credential will still be visible, however a warning will appear below the credential stating to any viewer that the credential has expired. The best way to renew your certificate is to contact the IOP directly and renew your membership with us. Once this is done, your badge and certificate will be updated also. For more information, please visit [expired credentials](#).

For any other questions that we did not answer here, please visit the Accredible [knowledgebase](#) in the first instance or get in touch with the Membership Team at the Institute of Paralegals on [office@theiop.org](mailto:office@theiop.org) or + 44 (0) 20 3011 2610.