



## Adding your CAP Certification to your LinkedIn Profile

### Overview

Becoming a CAP-certified professional recognizes that you are one of the most distinguished practitioners of the analytics profession. Showcase your accomplishment by adding this designation to your [LinkedIn](#) profile.

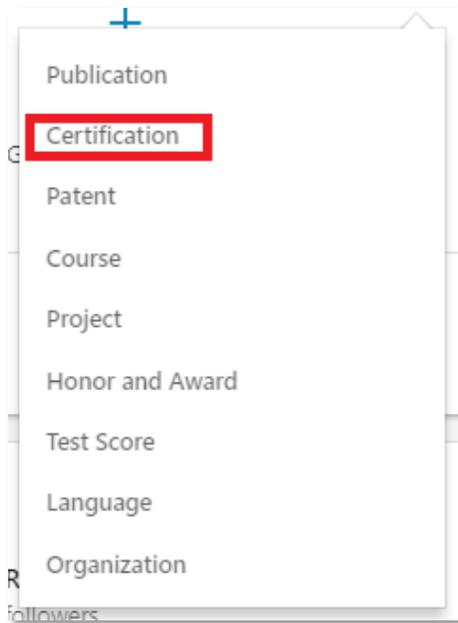
Follow the steps below for adding CAP as one of your earned professional certifications.



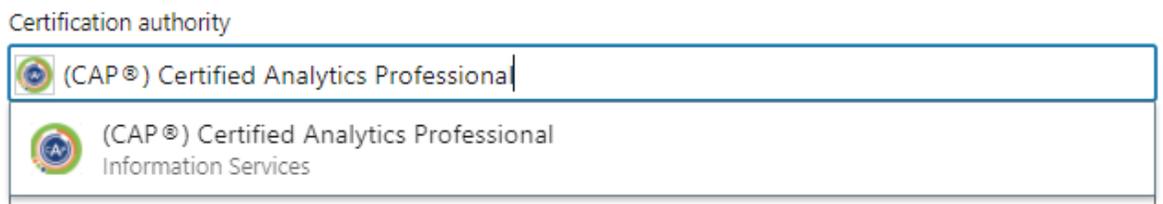
### Process

1. Log in to your LinkedIn account.
2. Select "View Profile" from the "Me" dropdown menu.
3. Scroll to the "Accomplishments" section of your profile and hit the  to add a new accomplishment.

4. Select "Certification" from the dropdown menu.



5. An "Add certification" window and form will appear for you to enter your certification information.
6. Write **CAP** in the "Certification name" section.
7. Search on **CAP Certified Analytics Professional** in the "Certification authority" section and select CAP.



8. Select your **start and end dates** – CAP is good for three years before needing recertification.
9. Enter your **unique certificate URL** you should have received from Accredible – if you have not received your unique certificate URL, please contact our certification manager at [info@certifiedanalytics.org](mailto:info@certifiedanalytics.org)

Certification URL

https://www.credential.net/example

10. Make sure that everything on your “Add certification” form is complete and accurate and hit “Save” when ready.

Add certification ×

Certification name \*  
CAP  
Ex: CFA

Certification authority  
 (CAP®) Certified Analytics Professional

License number

From: January 2018 To: January 2021

This certification does not expire

Certification URL  
https://www.credential.net/example

We no longer share changes to certifications with your network. [Learn what's shared](#)

**Save**

11. Your CAP certification is now visible on your LinkedIn profile! Your accomplishment is showcased and available for your network to view.

Accomplishments



5 Certifications

CAP  
Jan 2018 – Jan 2021

 (CAP®) Certified Analytics Professional

[See certificate](#)



**[recipient.name]**

the designation of

## **Certified Analytics Professional**

for attaining prescribed standards, pledging to uphold INFORMS' Code of Ethics/Conduct, passing a rigorous examination based on the end-to-end process of an analytics project and committing to ongoing professional development in the practice of analytics.

Certification Date: [credential.issued\_on]

Certified Until: [credential.expired\_on]

  
Nicolas G. Hall  
2018 INFORMS President



  
Melissa Moore  
INFORMS Executive Director

Certificate Number: [credential.license\_id]

Property of INFORMS



## Take the next steps to promote your CAP certification:

1. Add **CAP** to your name and title on LinkedIn
2. Add **CAP** to your personal and professional email signatures
3. Add **CAP** to your personal and professional business cards

You are essential to championing the CAP brand. CAP is always seeking to raise awareness and engagement and we need the help of passionate individuals just like you. If you haven't already signed up, we invite you to take the next step in utilizing your certification by getting involved in the **CAP Ambassador Program**. Stay connected with the CAP community, share your CAP success story, inspire more prospective CAPs, and champion the CAP brand.

