Credential Service Provider's Guide to
Preparing for a Credential Assessment

As a general rule, preparing for a credential assessment involves assembling information that can be drawn upon by the assessment team to fulfill two purposes- First, to help them become familiar with your organization's mission, operation, and service offering, and, second, to demonstrate compliance with the Credential Assessment Framework and your organizations own policies. In addition to the information entered on your Credential Service Provider application form, the following is a list of the kinds of documents that will be helpful during the assessment visit:

1. Your organization's IT security Plan
2. A list of Roles and responsibilities associated with the credential service, if not included in the IT Security plan
3. Password Construction rules, if not contained in the IT Security plan
4. A list of IT System audits conducted on your organization in the past two years. Audit reports themselves may be referred to by the assessment team, but will not be removed.
5. Business Continuity Plan or Continuity of Operations Plan (COOP)
6. Examples of Subscriber agreements, Terms & Conditions, and the means of disseminating them. (I.E. Screen captures, acknowledgement agreements, etc)
7. Summary of ID Management Systems and protocols used

Logistics-

The team usually can conduct an assessment in 1-2 days of interviews and document review. At the beginning and end of the visit, the assessment team will schedule a meeting with the organization management and as many team members as are appropriate. The team welcomes questions and can provide additional background or rationale where needed. At the final meeting, an out-briefing of the team's findings will be presented. The Organization may then respond to the findings. Where appropriate, the responses may be included in the final report issued by the PMO.