# Non-Credit Badge Process-Issue and Accept

CE – Continuing Education

BAC – Badge Administrative Coordinator

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| Non-Credit Badge Issue and Accept Process |
| Step 1 | Track Student Progress | Maintain a list of Students working towards a Badge | Badge Initiator/Faculty |
| Step 2 | Identify Badge Earners | Identify Badge Earners and submit the list using the **Credly Upload Form (XLSX)** to Badges@pace.edu. The list must include the University ID. | Badge Initiator/Faculty |
| Step 3 | Issue the Badge | Issue the Badge to the Student on the Credly Platform.  | BAC |
| Step 4 | Notify Badge Earners Email | Send Pre-notification email to Student alerting them to expect an email from Credly. | BAC |
| Step 5 | Send Acceptance Email | Send emails inviting the student to accept the badge in Credly. Send up to 3 reminder emails. | Credly |
| Step 6 | Accept the Badge | Following instructions from Credly, accept the Badge in Credly. | Student |