# Credit Badge Process-Create and Approve

CE – Continuing Education

BAC – Badge Administrative Coordinator

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| Credit Badge Create and Approve Process | | | |
| Step 1 | Propose Badge | Contact Continuing Education at [Badges@pace.edu](mailto:badges@pace.edu) to present Badge proposal including its goals and intended audience. | Badge Initiator |
| Step 2 | Review Badge Idea | Review proposed Badge. This can be a collaborative process with Badge Initiator. Approve or reject Badge Proposal. | CE Director/BAC |
| Step 3 | Complete Badging Worksheet Template | Provide all required details on the **Badging Worksheet** **template (XLSX)**. Refer to **“How to complete the Badging Worksheet template (PDF)”** for instructions. Contact BAC for assistance if needed. | Badge Initiator |
| Step 4 | Review Badging Worksheet | Review Badging worksheet for completeness. This can be a collaborative process with Badge Initiator. | BAC/CE Director |
| Step 5 | Submit Approval Form and Faculty Approval Dates | Complete Parts ONE and TWO of the **Credit Badge Approval form (DOCX)** per instructions on the Approval Form.   * Submit the Approval Form to badges@pace.edu with the Badging Worksheet and relevant supporting documentation after completing Section 7 and before completing Section 8. * Proceed with obtaining Section 8 Approval Dates and forward to Badges@pace.edu | Badge Initiator |
| Step 6 | Distribute Approval Form for signatures; Collect Faculty Approval Dates | Distribute Approval form and supporting documentation for Associate Dean signatures in Part TWO. Add Section 8 Approval Dates submitted by Badge Initiator to the Approval Form.  When PART TWO is fully complete:  Distribute Approval form and supporting documentation for required signatures in PART THREE. | BAC |
| Step 7 | Design Badge Template | Work together to finalize a design for the new Badge Template (Image and Badge detail). | BAC/Badge Initiator |
| Step 8 | Create Badge Template for Credly | Create Badge Template in Canva. | BAC |
| Step 9 | Create Badge Offerings for Pace.edu | Write up the Badge Description for [Pace Badge Offerings Page.](https://www.pace.edu/badges/badge-offerings) | BAC |
| Step 10 | Approve Badge Template | Review and approve the Badge Template in Credly. | Badge Initiator |
| Step 11 | Approve Badge Offerings Write up | Review and approve the Badge Description for Pace Badge Offerings Page. | Badge Initiator |
| Step 12 | Post Badge Template on Credly | Publish the Badge Template to the Credly Platform. | BAC |
| Step 13 | Post Badge Offerings on Pace.edu | Add the new Badge Description to the Badge Offerings page. | BAC |