# Credit Badge Process-Issue and Accept

CE – Continuing Education

BAC – Badge Administrative Coordinator

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| Credit Badge Issue and Accept Process |
| Note: | Track Student Progress  | It is the Students’ responsibility to track their own progress towards earning a Credit badge and to notify the BAC that they have completed the badge requirements. | Student |
| Step 1 | Complete Badge Completion Form | Complete the **Badge Completion form** and return to Badges@pace.edu. | Student |
| Step 2 | Verify Badge requirements | Confirm the student completed the required credit courses through Banner. Confirm with Badge Sponsor for any experiential requirements. | BAC |
| 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 |