PACE UNIVERSITY

Credit Badge Process-Issue and Accept

CE – Continuing Education
BAC – Badge Administrative Coordinator

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