PACE UNIVERSITY

Non-Credit Badge Process-Create and Approve

CE – Continuing Education
BAC – Badge Administrative Coordinator

		Non Credit Badge Create and Approve Process		
Step 1	Propose Badge	Contact Continuing Education at 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	Complete Part One of the **Non-Credit Badge Approval form (DOCX)** (including Dean's signature) and submit to Badges@pace.edu with the Badging Worksheet and relevant supporting documentation.	Badge Initiator
Step 6	Distribute Approval Form	Distribute Approval form and supporting documentation for required signatures in Part TWO.	BAC
Step 7	Update Pace Systems	Update Banner; Destiny One; and/or Classes as needed.	BAC
Step 8	Design Badge Template	Work together to finalize a design for the new Badge Template (Image and Badge detail).	BAC/Badge Initiator

Step 9	Create Badge Template for Credly	Create Badge Template in Canva.	BAC
Step 10	Create Badge Offerings for Pace.edu	Write up the Badge Description for Pace Badge Offerings Page.	BAC
Step 11	Approve Badge Template	Review and approve the Badge Template in Credly.	Badge Initiator
Step 12	Approve Badge Offerings Write up	Review and approve the Badge Description for Pace Badge Offerings Page.	Badge Initiator
Step 13	Post Badge Template on Credly	Publish the Badge Template to the Credly Platform.	BAC
Step 14	Post Badge Offerings on Pace.edu	Add the new Badge Description to the Badge Offerings page.	BAC