

Credit Badge Process-Create and Approve

CE – Continuing Education

BAC – Badge Administrative Coordinator

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 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:	BAC

		Distribute Approval form and supporting documentation for required signatures in PART THREE.	
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 .	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