

Digital Badge Authorization Proposal and Issuance Information

The Digital Badge Proposal Application form should be submitted to the Lewis University Badge Governance Committee prior to issuance of badges.

Definition: Micro-credentials, are an institutional acknowledgements of academic or professional work that result in professional skill attainment. Micro-credentials can identify accomplishments in non-credit offerings of the university. They complement courses, certificates, and degrees and do not replace them. At Lewis University, we are awarding recognition of micro-credentials in the form of digital badges.

Requirements: All college/school, department, and program micro-credentials/badges must be approved by the Department Chair and Dean. Micro-credentials must adhere to institutional branding practices and must follow the established badging taxonomy. Micro-credentials must be issued using the institutionally approved platform (currently Credly via Acclaim).

* Required

* This form will record your name, please fill your name.

1

Department / Unit / Organization Name *

2

Point of Contact Name *

3

Point of Contact Title *

4

Point of Contact Email *

5

Dean or Director Name *

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I attest that approval to issue this badge was received by the authorizing unit's Chair and Dean: *

Agree

Approval Criteria

Please briefly address the following questions. A long narrative is not required, but we do need evidence to demonstrate that an intentional process was followed to proceed.

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What was the process used within your academic unit/college/department to approve the badge? *

8

Who was involved in approving the badge? *

9

What evidence was used to identify need/demand for the badge? *

10

Please attest to the following statement regarding your badge: *

- Have you ensured there are no other existing badges relating to this subject area?

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Please attest to the following statement regarding your badge: *

- Have confirmed the proposed badge does not overlap with existing badges?

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Is there a contact hour minimum? *

- Yes
- No

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Is an assessment required? *

- Yes
- No

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Does this badge provide a benefit for current or future employment? *

Yes

No

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Is this badge co-sponsored* with another organization, association, or unit?

*

*If you would like an industry recognized logo included in your design, please email the logo to badges@lewisu.edu (<mailto:badges@lewisu.edu>).

Yes

No

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Badge Types	Definition	Examples
Student Non-Credit	A non-credit badge issued for an non-credited experience	Professional certifications, trainings, extracurricular experiences, other non-credited experiences
Student Credit	A credit-bearing badge issued for a credited experience	Curricular, Co-curricular, or other experience based credited learning experiences
Faculty/Staff Professional Development	A badge issued for a professional development activity or experience	Professional certifications and trainings

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What is the organization, program or department URL you would like this badge linked to? *

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What type of badge will you be issuing? (Choose 1) *

*Degree seeking badges are earned as part of/ while in pursuit of a degree program (undergraduate, graduate, or SCHEV approved certificate)

- Student Non-Credit, Non-Degree Seeking
- Student Non-Credit, Degree Seeking
- Student Credit, Non-Degree Seeking
- Student Credit, Degree Seeking
- Faculty/Staff Professional Development

Required Badge Information

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Badge Title *

Must be a name not already in use, 50-character max. Consider naming conventions across your program when naming your badges.

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Badge Description (*500 characters maximum) *

Describe the badge. This is a short and concise description of the achievement. Ideally, this field should answer the question, "What is this individual capable of now that they have this badge?" -- Try to avoid statements that highlight what it takes to earn the badge, rather focus on what someone is capable of after they earn it -- Try to avoid canned marketing language, like advertisements enticing people to take a course• Articulating the things someone is capable of doing now that they've earned the badge will make the badge more meaningful to someone unfamiliar with the course or learning activity you are badging• Focus less on topics covered, and more about what they mean for learners and the employers and others with whom they will share the badge -- Example: Earners of the Microsoft Excel Specialist 2020 badge have a fundamental understanding of the Excel environment and the ability to complete tasks independently. They know and demonstrated the correct application of the principal features of Excel 2020. These candidates are able to create and edit a workbook with multiple sheets for a variety of purposes and situations.

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Criteria

	Application: Submitting or agreeing to a form, like applications for membership or agreement to conduct policies		Assessment: Passing a formal assessment or exam
	Member: Obtaining or maintaining membership with a professional organization		Credential: Earning a recognized professional or industrial credential (not academic)
	Course: Completing relevant coursework in a formal classroom environment or self-study education		Education Experience: Representing a diverse or significant educational experiences or event, such as graduating from a program
	Badge: Referencing another badge that has already been published on the Acclaim platform, such as an entry-level designation that is a criterion for a higher-level designation		Other: Embodying any criteria type that may not be explicitly represented in the other types
	Participant: Participating in various events, such as conferences, summits, professional events, and more		Project: Creating or contributing to a significant individual or group project, such as a capstone project
	Payment: Submitting one-time or regular payment for organization, assessment, or membership fees		Professional Experience: Representing duration of professional experience or specific types of experiences, such as internships
	Portfolio: Preparing and maintaining a current portfolio of professional submissions		Schedule / Registration: Scheduling or registering for key events that relate to the badge
	Presenter: Presenting at a conference, webinar, or other key event for a field or organization		Volunteer: Participating in volunteer events

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Select Criteria From Above *

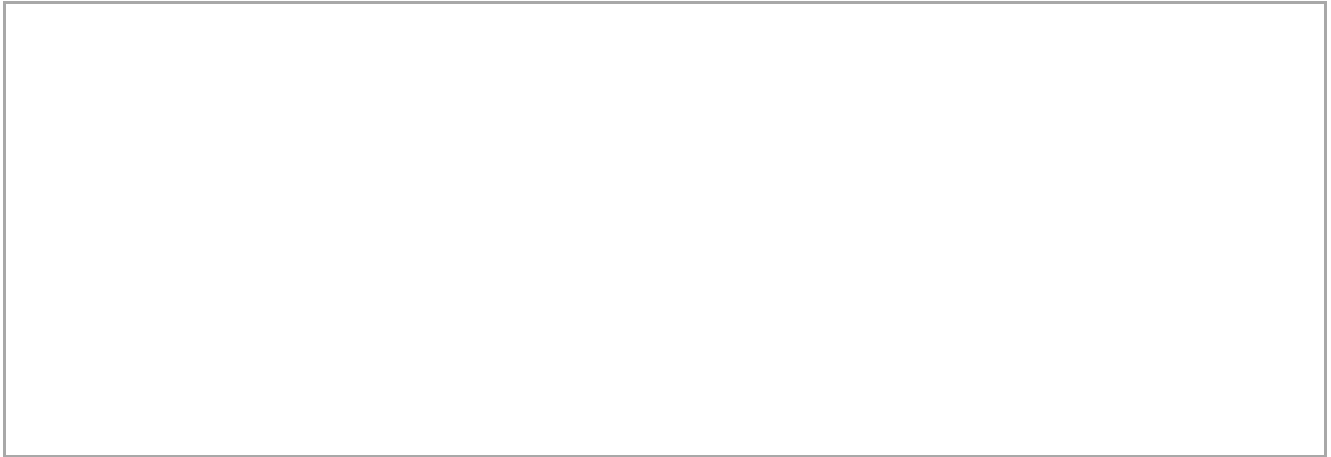
(*Min 1 Required)

- Application
- Assessment
- Course
- Member
- Participant
- Credential
- Education/Experience
- Badge
- Portfolio
- Other
- Project
- Payment
- Professional Experience
- Schedule/Registration
- Presenter
- Volunteer

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Skill Tags (Minimum 1 Required) - Considerations & Recommendations *

These are concise (1-3 word) keyword phrases that link to labor market data housed within the Acclaim platform. Skill tags offer organization and allows viewers to quickly understand what the person has either acquired or demonstrated. -- Determine the roughly 8 - 15 primary skills earned or represented by this credential. -- Choose the most relevant keyword phrases that best represent this badge. -- These skill tags are what align your credential with the labor market data (job requisitions) that includes those phrases. -- Keep skill tag phrases to three words or less, generally.



Optional Badge Information

Badge Attributes – You may choose 1 from each category.

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Achievement Definition

			
Experience	Learning	Validation	Certification
Not Measured Unstructured Passive Learning	Not Measured Structured Learning	Measured and Validated Learning	Industry Recognized or Validated Achievement
Events/Conferences Participation Membership Volunteering Recognition Projects Hackathons	Self-Led Learning Soft Skills Professionalism Competencies Product Knowledge	Learning + Assessments Portfolio/Evidence SME Reviews / Peer Review Certificate Programs	Credentials Industry Certifications License




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Choose Achievement Type *

- Experience
- Learning
- Validation
- Certification

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Master Level Definition

 Foundational	 Intermediate	 Advanced
Associate Beginner Foundations Fundamentals Level 1	Professional Intermediate Proficient Level 2	Specialist Master Mentor Expert Level 3

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Mastery Level *

- Foundational
- Intermediate
- Advanced

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Time Commitment Definition

				
Hours	Days	Weeks	Months	Years
Example: Expected Completion 4 hours	Example: 2 day course	Example: Multi-week webinar series	Example: Multi-month professional development program	Examples: 1 year program 2 years of professional experience

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Time Commitment *

Hours

Days

Weeks

Months

Years

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Cost Description

 Free Available at no cost to the earners	 Paid Cost to the earner to complete the requirements
Free training course Free webinar Free MOOC	Training Course Registration Exam Registration

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Cost *

- Free
- Paid

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Industry Standards *

The standards field supports multiple entries that indicate alignment to 3rd party standards related to this achievement. This can be used to indicate adherence to ISO/ANSI standards, educational standards, company policies and standards, institutional commitments or value statements.

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Recommendations *

Recommendations (optional) – appears as a next step that’s specific to earners of this badge. A recommendation can be either another badge in your program (if they’re sequential or closely related), or a URL to an external website that provides a next step for these earners.

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Estimated Number of Badges Expected to be Issued: *

The value must be a number

Review and Submit

All badge requests will be routed to the Lewis University Badge Governance Committee for review and approval. A draft badge template and design will be provided to the point of contact before publishing.

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Signature of POC *

Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. If you agree, please sign below.

11/16/2021

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