Date

Digital Badge Information Form

A digital badge is a validated indicator of accomplishment or skill that can be displayed, accessed, and verified online. Information collected on this form is used to create and issue the badge to the earner through the badge platform Credly. Please refer to the **Credly Badge Display** at the end of this document as you complete the form. Print displayed in blue correlates to a section on the Credly Badge Display. **This form must be included with the Curriculog Proposal.**

Help is available by consulting with the appropriate Global Campus Program Administrator.
Ron Jackson (rdj7@ksu.edu) – Agriculture; Business; Engineering
Janice Nikkel (jnikkel@ksu.edu) – Architecture, Planning & Design; Health & Human Sciences; Veterinary Medicine; K-State Olathe
Janel Koons (jksu@ksu.edu) – Arts & Sciences; Education; K-State Libraries; Staley School of Leadership

Required Badge Information

Full Name of Badge (Must be a name not already in use and does not include the term Microcredential)

Name on Badge (Shortened version of the Full Badge Name. Consider naming conventions across your program when naming your badges, 39-character maximum including spaces)

Contact Person

First Name	Last Name	email

Include Curriculog Proposal URL (log into Curriculog, type "Microcredential" into Keyword field, under Proposal Status field, check the Completed box, and choose Filter Proposals. This will show a list of completed Microcredentials. Find and open the proposal. Copy the URL shown and paste in the box above.)

Badge Description (500-characters maximum including spaces)
- Describe the badge. This is a short and concise description of the achievement. Ideally, this field should answer the question, "What is the individual capable of now that they have earned this badge?"
- Avoid statements highlighting what it takes to earn the badge, rather focus on what the earner is capable of after earning it.
- Avoid canned marketing language, like advertisements enticing people to take a course.
- Articulating what 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 earners and the employers with whom they will share the badge.
- Refer to the Standard Learning Outcomes for guidance.

Learn More

This URL links to a website for more information about your programs or offerings. When people click on the link, this data is tracked. Use this to point readers to a site that in general describes your program.

Learn More URL: [   ]

Earn this Badge

☐ **Yes** (Activates "Earn this Badge" button linking users to the website where they can register or enroll.)

URL: [   ]

☐ **No** (Prevents "Earn this Badge" from displaying)

Attributes

Credential Type (choose one)

☐ **None** No wording is displayed. Use this option if not sure whether to choose validation or none.

☐ **Validation** Measured and validated learning (e.g., learning and assessments, portfolio evidence)

☐ **Certification** Industry recognized, validated achievement (e.g., industry certifications, license, terminal credential)

Level (choose one)

☐ **None**

No wording is displayed.

☐ **Foundational**

Foundational badges show that earners have gained the core skills and frameworks necessary to demonstrate competency. Completion of this level signifies the earner has a beginner level mastery of the subject or skills.

☐ **Intermediate**

Intermediate badges expand upon the skills earned on the Foundational level and provide further specialization. The criteria to earn these badges is more rigorous. Completion of this level signifies the earner has a professional level mastery of the subject or skills.

☐ **Advanced**

Advanced badges represent mastery of the skills contained in the badge. The earner has completed a substantial curriculum to earn this microcredential. Completion of this level signifies the earner has a specialist level mastery of the subject or skills.

Time (choose one)
Anticipated time commitment to earn the badge:

☐ **Hours (e.g., 2-hour webinar)**

☐ **Days (e.g., 3-day workshop)**

☐ **Weeks (e.g., 12 hours of content delivered across 2 weeks)**

☐ **Months (e.g., semester-long course)**

☐ **Years (e.g., 2 years of professional experience)**

☐ **None (nothing displays)**

Cost (choose one)

☐ **Free (available at no cost to the earners)**

☐ **Paid (cost to the earner to complete the requirements)**

☐ **None (nothing displays)**

Earning Criteria

Criteria Type and Description

Meta Icons are used to graphically depict the Criteria Type. Only the Meta Icon will display on the badge profile along with the unique description you enter which describes the learning activity. Choose all that apply. Add a URL when appropriate, for the learning activity.

☐ **Educational Experience**

Educational Experience: Representing a diverse or significant educational experiences or event.

url:

☐ **Assessment**

Assessment: Taking and passing a formal assessment or exam.

url:

☐ **Portfolio**

Portfolio: Preparing and maintaining a current portfolio of professional submissions.

url:

☐ **Professional Experience**

Professional Experience: Representing a duration of or types of professional experience.

url:

☐ **Award**

Award: Receiving a professional or organizational award or recognition

url:

☐ **Participant**

Participant: Participating in various events, conferences, summits, and more.

url:

☐ **Course**

Course: Completing relevant coursework in a formal or alternative educational environment.

url:

☐ **Presenter**

Presenter: Presenting at a professional conference, webinar or other key event.

url:

☐ **Volunteer**

Volunteer: Participating in volunteer events.

url:

☐ **Credential**

Credential: Earning a recognized professional or industry credential.

url:

☐ **Member**

Member: Obtaining or maintaining membership with a professional organization.

url:

☐ **Leadership**

Leadership: Obtaining or maintaining a leadership position within an organization...

url:

Skills

A minimum of three skills tags are required. We recommend 6-10 tags. Skills connect to Labor Market Insights service. In essence, the service scrapes job boards each night and looks for jobs that have the exact same identifiers (like "business development"). Short 1-3 word tags work best. You can view options for skills in the Lightcast Skills Categories (drill down to subcategories) or enter a custom text to depict a skill.

Skills Tags

Standards
(complete if applicable)

Standards **must** meet a nationwide or industry certification/licensure. The Standard name, URL linking to the website, and a description (up to 350 characters long) will be listed. Multiple standards can be listed.

Standard Name(s) and URL

General Information

(see sample badges at the end of this document)

☐ **Credit Badge**

☐ **Noncredit Badge**

☐ **Public**   Public View

☐ **Private**   For a select audience. When badge is awarded and accepted, it will be visible to the earner and any place they share.

☐ **No Expiration**   ☐ **Expires on:**

Important Credly Badge Display Information and Samples are on the Next 3 Pages

Credly Badge Display

Badge Design

Badge Name

KANSAS STATE
U N I V E R S I T Y

sUAS Pilot

Earn this Badge

Earn this Badge

Small Unmanned Aircraft Systems (sUAS) Remote Pilot

Full Name of Badge

Issued by Kansas State University (Sandbox)

Earner is certified by the FAA as a remote pilot; understands the safety and legal considerations for small UAS within the national airspace; can operate small multirotor aircraft in basic fundamentals; can apply knowledge in airspace classification, meteorology, emergency procedures, and aeronautical decision making during UAS operations.

Badge Description

Learn more

Learn more link

📝 Certification   ⬢ Foundational   🕐 Days $ Paid

Attributes

Skills

| 14 CFR Part 107 | FAA Regulations | Multirotor Operations | Remote Pilot in Command |

| Small UAS Operations | UAS Safety |

Skills Tags

Earning Criteria

📖 Attend sUAS Commercial Remote Pilot Training

📋 Pass the FAA aeronautical knowledge exam: "Unmanned Aircraft General – Small (UAG)"

📋 Demonstrate proficiency of knowledge in Basic Multirotor Flight Training
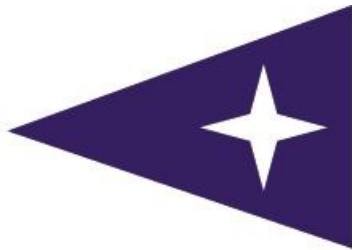
Criteria Type & Description

Standards

14 CFR Part 107

In order to fly your drone under the FAA's Small UAS Rule (Part 107), you must obtain a Remote Pilot Certificate from the Federal Aviation Administration. This certificate demonstrates that you understand the regulations, operating requirements, and procedures for safely flying drones.
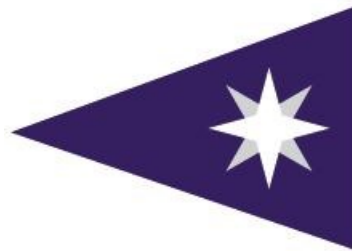
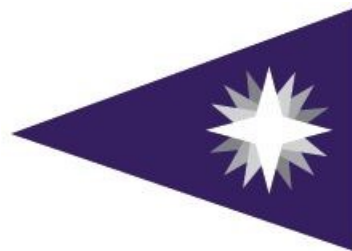**Standards (if applicable)**

KANSAS STATE
U N I V E R S I T Y

Mathematical Modeling

None

Foundational

Intermediate

Advanced

Credit Badge Design Example

Number of stars aligns with the Level of competency

KANSAS STATE
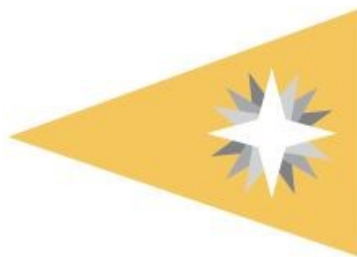U N I V E R S I T Y

sUAS Pilot

None

Foundational

Intermediate

Advanced

Noncredit Badge Design Example

Number of stars aligns with the Level of competency

Microcredential Badge & Website Creation Form
Submit this page to Kevin Chrisjohn, Global Campus Marketing and copy the assigned Registration Specialist

Date

Global Campus Contact

Full Name of Microcredential/Badge (for website)

Name on Badge

Instructor

First Name

Last Name

Title

Department

Major Academic Unit (check one)

☐ Agriculture

☐ Architecture, Planning and Design

☐ Arts and Sciences

☐ Business Administration

☐ Education

☐ Engineering

☐ K-State Libraries

☐ Health and Human Sciences

☐ Staley School of Leadership

☐ Veterinary Medicine

☐ K-State Salina

☐ K-State Olathe

☐ K-State Research and Extension

Badge Description

Level

☐ **None**

☐ **Foundational**

☐ **Intermediate**

☐ **Advanced**

Instruction Method

☐ Online

☐ Hybrid

☐ In Person

Who Is Eligible

☐ Anyone

☐ K-State Students

Time to Complete (choose one)

☐ **Hours**

☐ **Days**

☐ **Weeks**

☐ **Months**

☐ **Years**

Credit or Noncredit

☐ **Credit – Activate "K-State Student Enroll Now" button**

    ☐ **Undergraduate**

    ☐ **Graduate**

☐ **Noncredit – Activate "Learn More or Register" button**

Learn More or Register URL

Skills Obtained

☐ **No Expiration**   ☐ **Expires on:** |_____|

☐ **Link to Global Campus Professional Development Opportunities**

https://global.k-state.edu/program-management/professional-development-opportunities/