***Oklahoma State Regents for Higher Education***

**Request Form for new micro-credential programs and digital badgES**

Click here to select your institution

Institution Submitting Request

CIP Code (6 digits) Click here to enter text

Name of Program Unit (e.g. Student Affairs,

Academic Department, Continuing Education) Click here to enter text

Intended Date of Implementation Click here to enter text

Name, Title and Information of Contact Person Click here to enter text

Click here to enter text

Click here to enter text

Click here to enter text

**Signature of President or Designee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** Click here to enter a date

Institutions have the ability to create micro-credential programs, which can be recognized by digital badges that represent the completion of a specific set of activities, professional development and/or courses. Micro-credentials and their associated digital badges that meet the State Regents’ policy definition may be submitted to the State Regents for approval and inclusion on a statewide electronic inventory. Micro-credentials listed in the statewide inventory will be delineated as “Endorsed by State Regents.” Additional request forms may be submitted for “stackable” or multi-component micro-credentials and digital badges, using the same program information.

**Section I – Request a New Micro-Credential Program**

*Complete this section only for NEW micro-credential programs. If you are requesting digital badges for an approved micro-credential, certificate or degree program, proceed to Section II – Request a Digital Badge.*

1. **Name of Micro-credential**

Click here to enter text

1. **Micro-credential Description**

Provide a description and earning criteria of the micro-credential to be awarded, including the form(s) of assessment. NOTE: All micro-credentials must have measurable criteria that verifies successful completion of the credential.

Click here to enter text

1. **Policy for Micro-credential Programs – Statement of Affirmation**

A micro-credential is a short-term, postsecondary credential comprised of a coherent set of measurable non-credit bearing activities or projects, and/or up to 9 hours of credit bearing courses that provide specific career critical skills, competencies, and knowledge that can be readily transferred to the workplace. By checking the box, the institution affirms that the proposed micro-credential meets the policy definition as listed in the 3.4 Academic Program Approval policy.

[ ]  Yes, the proposed program meets the OSRHE academic affairs policy definition for a micro-credential program.

1. **Type of Micro-credential**

Which of following best categorizes the micro-credential

[ ]  Innovation and Leadership

[ ]  Global Competency

[ ]  Career Preparation

1. **Audience**

Who is the audience for which the micro-credential is designed (check all that apply)?

[ ]  Students

[ ]  Industry Partner

 List Industry Partner(s) Click here to enter text

[ ]  Faculty

[ ]  Staff

1. **Digital Badge**

Will the micro-credential to be awarded be associated with one or more State Regents’ endorsed digital badges?

[ ]  Yes (complete section II)

 If yes, total number of badges: Click here to enter text

[ ]  No, this micro-credential is ONLY approved by the institution

1. **Additional Information**

Provide a URL to more information about the micro-credential. The URL is a web-link to contextual information where the end-user could learn more complete details about the micro-credential (i.e. admission requirement, earning criteria, learning objectives, cost). The URL should be a public-facing link and not behind a login or paywall.

Click here to enter text

**Section II *–* Request a Digital Badge**

*Complete this section* ***only*** *if you are requesting OSRHE-hosted digital badge(s) for a proposed micro-credential or an already OSRHE-approved micro-credential, certificate, or degree program.*

**About Digital Badges and Metadata**

A digital badge is a web-based artifact containing metadata that documents students’ completion of a credential and which can be shared and verified electronically. A minimum of one criteria item (what an individual must complete to earn a badge) is required for each digital badge in order to list it on the state-wide digital badge platform. ***Note: OSRHE staff will contact you if information is missing. Information not included in this request may cause a delay in processing.***

**To begin, access the** [**Badge Metadata Template spreadsheet form**](https://docs.google.com/spreadsheets/d/1Cd2KOthxNpeMTmoyWMvw8MoHD_vz0xiM/edit?usp=sharing&ouid=114553548056615884456&rtpof=true&sd=true) **and complete all required fields for each badge**. Please note you will need to download and save a copy to your own computer.

To request digital badges for:

* **a new micro-credential program**, submit the electronic [Request for New Micro-Credential Program form](https://www.surveymonkey.com/r/MicroCredentBadgeRequestOSRHE), with signature of your President or designee and a completed [Badge Metadata Template spreadsheet](https://docs.google.com/spreadsheets/d/1Cd2KOthxNpeMTmoyWMvw8MoHD_vz0xiM/edit?usp=sharing&ouid=114553548056615884456&rtpof=true&sd=true) attachment by email to badges@osrhe.edu.
* **an existing/approved program**, Submit a completed [Badge Metadata Template spreadsheet](https://docs.google.com/spreadsheets/d/1Cd2KOthxNpeMTmoyWMvw8MoHD_vz0xiM/edit?usp=sharing&ouid=114553548056615884456&rtpof=true&sd=true) attachment to badges@osrhe.edu. No signature or information from section I of this form is necessary.