

# Organizational Digital Badge and Associated Micro-Credential Application



**IMPORTANT NOTE PRIOR TO COMPLETING APPLICATION:** NCTRC pre-approval of continuing education session content that is aligned with this digital badge and associated micro-credential is required to be eligible to apply.

If you have not received NCTRC pre-approval, please follow the instructions on the **NCTRC Organizational Continuing Education Session Content Pre-approval Application**, to get started today!

**STEP 1: A Memorandum of Understanding (MOU)** between NCTRC and the applying organization/continuing education provider must be completed and submitted in accordance with NCTRC standards prior to submission of NCTRC Organizational Digital Badge and Associated Micro-Credential Application(s).

*If you have not yet completed a MOU with NCTRC, please email [nctrc@nctrc.org](mailto:nctrc@nctrc.org) to get started. Once NCTRC approves the MOU, you will be able to complete and submit NCTRC Organizational Digital Badge and Associated Micro-Credential Application(s).*

**STEP 2:** Prepare and complete the NCTRC Organizational Digital Badge and Associated Micro-Credential Application. This form must be **completed in full** for NCTRC review to take place.

**STEP 3:** Submit your completed application and fees to NCTRC. The fees to apply for digital badge and associated micro-credential through NCTRC are as follows: • **\$250 \*NORMALLY \$500\*** (1st digital badge and associated micro-credential), • **\$125 \*NORMALLY \$250\*** (2nd digital badge and associated micro-credential), • **\$50 \*NORMALLY \$100\*** (subsequent digital badge and associated micro-credential applications). To submit payment, please use the **NCTRC Credit Card and ACH Authorization Form**. Please allow NCTRC up to 30 business days to process the application, and if approved, an additional 21 business days to create the digital badge associated with the NCTRC approved micro-credential.

## ORGANIZATION/CONTINUING EDUCATION PROVIDER INFORMATION

Organization/Provider Name:

Organization/Provider URL:

Contact Name:

Preferred Phone:

Email:

Signature (*handwritten or digital*)

Date

## ORGANIZATION/CONTINUING EDUCATION PROVIDER MARKETING DETAILS

**Please submit the following with your completed application - Organization/Provider Logo Image Requirements:**

1. Vector format or
2. PNG format with transparent background at least 600 x 600 pixels and at least 150dpi/ppi.

Email your logo to [nctrc@nctrc.org](mailto:nctrc@nctrc.org)

**Organization/Provider Name to Appear on Badge**

**Text permitted is a total of 32 characters (including spaces) across 2 lines, 16 characters per line:**

## NAME OF CONTINUING EDUCATION SESSION(S) ALIGNED WITH THIS DIGITAL BADGE AND ASSOCIATED MICRO-CREDENTIAL

List the names of each required continuing education session that a learner must complete to receive this digital badge.

*Note: All continuing education session content listed in this section must first be pre-approved by NCTRC in order to be eligible to be applied to this digital badge and associated micro-credential.*

## DIGITAL BADGE ISSUE & EXPIRATION TIMEFRAME

### Earliest date that this digital badge is eligible to be issued

*NCTRC will not issue this digital badge prior to the date determined here by CE Provider.*

Date of Eligibility:

**OPTIONAL:** Expiration date or timeframe for this digital badge. *If you would like NCTRC to delineate an expiration date when issuing this digital badge to earners, please complete this section. (Ex. One year from date of issue; or add specific date (XX/XX/XXXX)).*

Date of Expiration:

## DIGITAL BADGE DETAILED INFORMATION

The following information will appear on the digital badge. Please read the instructions in each area below carefully and complete each field in its entirety.

1. Name of Badge
2. Program URL
3. Badge Description
4. Badge Attributes
5. Badge Skill Tags
6. Badge Criteria

For additional details and examples, please contact NCTRC to receive the following resources:

1. **Sample Badge Sheet**
2. **Credly: Metadata Best Practices**
3. **Credly: Criteria Types**

## DIGITAL BADGE DETAILS

### The name for the badge that will be distributed to your audience

*Note: If you are considering applying for more than one digital badge and associated micro-credential through NCTRC, it is best to keep consistent naming patterns when naming your badges. Each badge name must be unique to avoid duplication.*

Name:

### Web link (URL) to organization/continuing education provider website

*Note: The website URL you provide here will be added to the badge information. This will enable users to directly link to your website to learn details about the continuing education session content. This should be a public-facing URL (not behind a login).*

URL:

### Badge description

A short and concise description of the learning outcomes—“What is this individual capable of now that they have this badge?” Consider how you describe the continuing education session content for this course/training/program on your website - use similar language for the badge description. (500 characters maximum)

*Articulating the things someone can do/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, employers, and others with whom they will share the badge.*

*Try to avoid statements that highlight what it takes to earn the badge rather than what someone is capable of after they earn it. (Note: Add the “what it takes to earn the badge” information to the Criteria section below.)*

*Try to avoid canned marketing language, like advertisements enticing people to take a course.*

*For additional details, see **Sample Badge Sheet**.*

## DIGITAL BADGE ATTRIBUTES

For additional details, see **Credly: Metadata Best Practices**.

### ACHIEVEMENT TYPES

Choose **one** of the following options:

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

### MASTERY LEVEL ATTAINED

Choose **one** of the following options:

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

### TIME COMMITMENT TO ACHIEVE THE BADGE

Consider: How long will it take the earner to achieve this badge? Choose **one** of the following options:

Hours
Days
Weeks
Months
Years

### COST

Choose **one** of the following options:

Free	There's no cost to the earners to be eligible to receive this micro-credential, other than digital badge application costs through NCTRC.  <i>Example: If you are creating a micro-credential for individuals without charging them a fee to receive continuing education credit.</i>
Paid	There's a cost to the earner to complete the requirements. If you plan to charge individuals a fee for the associated continuing education session/course/training/program, then complete this field as "Paid".

Continued...

## DIGITAL BADGE SKILL TAGS

1–3-word descriptions of the skills, competencies, or tools demonstrated by the earner now that they have earned the badge. Skill tags are a list of key competencies the earner learned to achieve this badge. Consider which skills you identify in your learning module(s) in order for the earner to complete the training requirements. Examples: Assessment; Therapeutic Intervention; Leadership Development.

Identify and add skills recipients needed to demonstrate or learn in order to complete this continuing education session/course/training/program and receive this badge. Also consider what skills candidates list on a job application or the job related skills lists that are applicable to this badge.

*Skill tag best practice is anywhere from 8–15 total skill tags. NCTRC will NOT accept more than 15 skill tags for a badge. (Note: There are many free and paid keyword research tools option available online that can help you to identify relevant high demand skill keywords.)*

**Optional:** If the NCTRC pre-approved continuing education session content that corresponds to this badge included approved NCTRC Specialization Area Designations, please indicate those in the sections below. This will enable earners of this badge to display focused continuing education and skills within a specified area of practice.

*There are seven NCTRC Specialization Area Designations: Adaptive Sports and Recreation; Behavioral Health; Community Inclusion Services; Developmental Disabilities; Geriatrics; Pediatrics; Physical Medicine and Rehabilitation.*

NCTRC Specialization Area Designation:

NCTRC Specialization Area Designation:

Skill Tag #1:

Skill Tag #2:

Skill Tag #3:

Skill Tag #4:

Skill Tag #5:

Skill Tag #6:

Skill Tag #7:

Skill Tag #8:

Skill Tag #9:

Skill Tag #10:

Skill Tag #11:

Skill Tag #12:

Skill Tag #13:

Skill Tag #14:

Skill Tag #15:

## DIGITAL BADGE CRITERIA

### CRITERIA TYPES

Each criteria requires one of the following TYPES—you must choose one TYPE per activity: Application, Assessment, Badge, Course, Credential, Education Experience, Member, Other, Participant, Payment, Portfolio, Presenter, Project, Professional Experience, Schedule / Registration, Volunteer.

For assistance in understanding each criteria type, see **Credly: Criteria Types**.

### ACTIVITY NAME

For each badge criteria type, describe the required activity to earn the badge using descriptive action phrases. Add the “what it takes to earn the badge” information in the Activity section here.

### URL

Optional URL to support the content of the criteria you described.

**Please fill out the Badge Criteria fields below.**

Type	Activity	URL
Example: Assessment	Example: Complete and pass the NCTRC Certification Exam	Example: nctrc.org/exam/nctrc-certification-exam/

Email the completed application form to [nctrc@nctrc.org](mailto:nctrc@nctrc.org).  
Please include the required marketing information and logo as stated above.