

Oklahoma State Regents for Higher Education

NEW MICROCREDENTIAL NOTIFICATION - DRAFT FORM

Final requests must be submitted electronically via the [UpskillOK Microcredential Notification Form](#).

For more information, visit <https://UpskillOK.org/Institutions> or email badges@osrhe.edu.

Section I – Digital Badging

Each microcredential must include at least one digital badge in order to be listed on UpskillOK.org. Institutions can create their badges for free on the OSRHE Credly portal (though they need to request access first) or use their own platform and share a public link with us.

Before submitting a new microcredential program, institutions using the OSRHE Credly portal should prepare their digital badge templates. To get access and learn how to create badges on the OSRHE Credly site, fill out the [online account request form](#).

After your ~~program~~ microcredential is submitted and approved, OSRHE will add the digital badge to your institution's collection and give issuer access to the designated campus representative.

For any questions, email badges@osrhe.edu.

Hosting of Digital Badge(s)

Who will be responsible for hosting of the digital badges to be awarded upon completion of this program?

- **OSRHE** – The digital badge(s) are to be created and hosted within the institution's collection on the [OSRHE badge platform](#).

Provide anticipated total number of badges drafted for your program:

Provide title of the summative badge:

- **Institution** - The digital badge(s) are to be self-hosted by the institution through its own platform.

If institution, provide the public URL for the final/summative badge:

Section II – Program Information

Complete this section *only for NEW microcredential programs to be listed on a statewide inventory*. If you are requesting digital badges for an existing (already-approved) microcredential, , proceed to [Section II – Request a Digital Badge](#).

Microcredential Name

CIP Code (6-digit)

If not already determined, consult the [NCES CIP User Site](#) to find the appropriate CIP code for your program.

Effective Date

For new programs, when is the first offering date? For modifications when is the effective date for the change?

<http://www.okhighered.org/admin-fac/academic-forms.shtml>

Microcredential Description

Provide a description (**500 characters maximum, including spaces**) and earning criteria of the microcredential to be awarded.

Enter text here.

Credit/Non-Credit Status

Indicate below if your microcredential consists of credit-bearing course(s), non-credit coursework, or is available in both offering types.

For-credit
Non-credit

Course Objectives: Earning Criteria - Skills and/or Competencies

List **all** the Skills and/or Competencies required for earner to complete to earn this microcredential.

List all course(s) (prefix, number, title, credit hours) and activities associated with this micro-credential.

Enter text here.

Embedded or Stand-Alone Microcredential

Is this microcredential stackable to or embedded within one or more microcredentials?

Yes
No, it is a stand-alone microcredential

If yes, list all microcredentials: Enter text here.

Enrollment Availability

What is your planned availability of registration for this program?

Open (registration available all terms)
Interval (registration available at specific intervals)
Limited (registration not regularly available)

Delivery Method(s)

Select the delivery method(s) for the proposed program (check all that apply).

Classroom
Online
Hybrid

Time to Completion

Please indicate the approximate time to completion for the proposed program in units of hours, days, weeks, or months.

- Hours
- Days

- Weeks
- Months

Industry Partnerships

Provide a list of current industry partners for this microcredential. If no partners have been identified, your program will indicate “Currently Open to Partners” when listed at <https://UpskillOK.org>.

Enter text here.

Program Information Webpage

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

Enter text here.

Estimated Program Cost

Once you have selected whether your program is for-credit, non-credit, or both, please indicate the estimated cost of your program to be shared with prospective learners.

Select Type(s)	• Non-credit	• Credit (Resident)	• Credit (Nonresident)
Select Cost	Free \$1-\$500 \$501-\$1,500 \$1,501-\$3,000 \$3,001-\$5,000 \$5,001 and above	Free \$1-\$500 \$501-\$1,500 \$1,501-\$3,000 \$3,001-\$5,000 \$5,001 and above	Free \$1-\$500 \$501-\$1,500 \$1,501-\$3,000 \$3,001-\$5,000 \$5,001 and above