



**Division of Extended Learning**  
**151 Marano Campus Center**  
**315.312.2270**  
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**oswego.edu/extended\_learning**

## **Skill/Competency Microcredential Application and Assignment**

### **INSTRUCTIONS:**

This form is used to approve the awarding of a skill Microcredential for instructional activity. The sponsoring SUNY Oswego office completes Section I and submits the application to the Division of Extended Learning for review and approval. Please fill out the form and submit it with required signatures and documentation to the Division of Extended Learning. If you have questions, please contact the Division of Extended Learning.

### **DEFINITION:**

SUNY Oswego offers credit bearing and non-credit bearing microcredentials. Students successfully completing a Microcredential will be able to demonstrate specific skill competencies. Microcredentials provide an educational opportunity for students to enhance, extend and document their proficiencies and verify, validate, and attest that specific skill or competency has been achieved. A digital badge is a virtual representation of mastery of a specific skill or competency or set of skills or competencies gained through learning experiences. They are valuable in that they offer more ways to showcase and share skills, knowledge, and achievements than a typical transcript. A digital badge is an icon which may be clicked to learn verifiable metadata such as the issuing institution, the date of issuance, the criteria required to earn the badge and the evidence that shows that a student has met the required criteria. Evidence is supporting information such as: the learner's work, rubrics, course information, peer or expert endorsement, narratives, documents, videos, etc. Each program requires a distinct piece of evidence that is embedded in the digital badge. Digital badges are dynamic credentials that, once provided by the institution, the student owns. They may be placed on social media sites, such as LinkedIn, added as a link to digital resumes, embedded in e-portfolios and more.

SUNY Oswego offers three types of Microcredentials: academic, competency and skill Microcredential which may be earned in any field of study and may be interdisciplinary, resulting in a mini-concentration, and are intentionally designed to provide freedom to learn without the financial and time commitments of a degree.

Microcredentials are aligned with the competencies of 21<sup>st</sup> century workforce. Microcredential programs are specifically designed, with employers, to better equip students with the competencies that employers demand and to help them communicate those skills or competencies in the right setting.

**SECTION I (to be completed by the sponsoring SUNY Oswego office)**

**Microcredential Title:** \_\_\_\_\_

**Description:** \_\_\_\_\_  
\_\_\_\_\_

**Objectives:** \_\_\_\_\_  
\_\_\_\_\_

**Attributes:** \_

**Achievement Type** \_\_\_\_ Experience \_\_\_\_ Learning \_\_\_\_ Validation \_\_\_\_ Certification

Experience: Not measured, unstructured learning (e.g., events, membership, volunteering, hackathons)

Learning: Also not measured, but structured learning (e.g., self-led courses, product knowledge, "soft skill" training)

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

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

(tip: If your program includes assessment of any kind, think Validation. If it is a credential you might see in a job description, think Certification.)

**Will this Microcredential be a part of a series? \_\_Yes or \_\_No**

**If yes, list other requirements:** \_\_\_\_\_  
\_\_\_\_\_

**What are the educational and career objectives of this opportunity?**

\_\_\_\_\_  
\_\_\_\_\_

**Audience:** \_\_\_\_\_  
\_\_\_\_\_

**Check who can apply:**

\_\_\_\_\_ SUNY Oswego Students only

\_\_\_\_\_ General Public Only

\_\_\_\_\_ Both

\_\_\_\_\_ Restricted (explain) \_\_\_\_\_

**SKILLS**

**Discipline specific skills that will be learned:** \_\_\_\_\_

**Soft skills that will be learned:**(ex. Creativity, innovation, leadership, team work, critical thinking, communication, professionalism, collaboration, negotiating, ethical decision making, other) \_\_\_\_\_

**Completion Criteria:** Define evaluation criteria by checking the activities the learner will complete to earn badge: (for each checked box please "give further detail" in the lines below.

___ Application	___ Educational Experience
___ Assessment	___ Professional Experience
___ Instructor observation	___ Project
___ Portfolio	___ Volunteer
___ Presenter	___ Other _____

**Give further detail for each of the above checked criteria on how student learning will be evaluated:** \_\_\_\_\_

**Program Assessment:** How will the overall micro-credential be assessed to be sure student learning outcomes are being met? \_\_\_\_\_

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**Level:** \_\_\_\_ Foundational      \_\_\_\_ Intermediate      \_\_\_\_ Advanced

**Recommendation for future learning/additional Microcredential** \_\_\_\_\_

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**List any educational / industry standards this Microcredential aligns with:** \_

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**Are there any prerequisites?** \_\_Yes or \_\_No

(if yes, explain)

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**Anticipated Number of Participants:** \_\_\_\_ minimum      \_\_\_\_ maximum

**Program fee?** \_\_Yes (suggested amount\* \$\_\_\_\_) or \_\_No

*\*Extended Learning will work with you to determine the appropriate amount*

**Program Start Date:** \_\_\_\_\_ **Program End Date:** \_\_\_\_\_

**Program Location/Modality:** \_\_\_\_\_

**Suggested Academic or Administrative Evaluator:** \_\_\_\_\_

**Sponsoring Organization(s), Agency(ies) or Institution(s):** \_\_\_\_\_

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**Employer Testimonials collected:** \_\_\_\_ number (Minimum of 3 must be attached on company letterhead and submitted to Ext. Learning, if they are in email form each email must be forwarded to Ext. Learning) *See Appendix A in the Microcredential Program Criteria and Guidelines document for acceptable testimonies.*

**Criteria for Determining Satisfactory Completion to Participants:** \_\_\_\_\_

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**Names/Titles of Instructors and Other Resource Persons:** \_\_\_\_\_

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**Is there an example of student work that may be uploaded for people to view?** \_\_\_ yes (Explain \_\_\_\_\_) or \_\_\_ no

Submitted by: (Instructor/Director)	_____	_____
	Print Name	Signature
	_____	_____
	Title	Date
Dean / VP Approval:	_____	_____
	Print Name	Signature
	_____	_____
	Title	Date

Each of the above must complete and submit the *EXTERNAL REVIEW AND EVALUATION FOR MICROCREDENTIALING* form to Extended Learning

Use the below signature box for cross departmental Microcredentials

No Microcredential can be offered prior to approval below:

Submitted by: (Instructor/Director)	_____	_____
	Print Name	Signature
	_____	_____
	Title	Date
Dean / VP Approval:	_____	_____
	Print Name	Signature
	_____	_____
	Title	Date

Each of the above must complete and submit the:  
*EXTERNAL REVIEW AND EVALUATION FOR MICROCREDENTIAL*

**SECTION II (to be completed the Dean of Extended Learning)**

**Skill Microcredential**

SUNY Oswego Skill/Competency Microcredential

**APPROVED:**  **yes**  **no**

**Competency Microcredential**

**APPROVED:**  **yes**  **no**

\_\_\_\_\_  
Jill Pippin, Dean  
Division of Extended Learning

\_\_\_\_\_  
(date)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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