MAINE COMMUNITY COLLEGE BADGE APPROVAL FORM

A College seeking to implement a new digital badge shall submit the following to the MCCS Chief Academic Officer who will assemble a team of three subject matter experts from across the system to review the proposal for approval or revision.

Required documentation includes:
  a. MCCS Badge Approval Form
  b. Acclaim© Badge Creation Template
  c. Course Syllabus or Experience Outline
  d. Assessments and Rubrics
  e. The proposed design of the digital badge image*

*The digital badge image to be published on the Acclaim© platform must be created and approved by the MCCS Public Affairs Office. Design requests can be forwarded to Karen Hamilton at khamilton@mccs.me.edu.

Institution: ☐ CMCC ☐ SMCC ☐ EMCC ☐ WMCC ☐ KVCC ☐ YCCC ☐ NMCC	**Requested By:**	
	Department:	
	Email Address:	**Phone:**
Badge Number: *Assigned at local level.*	**Badge Name:**	

| **Type of Badge:**

☐ New
☐ Adopted from: _____
☐ Adapted from: _____
☐ Inactive | **Badge Level:**

☐ Level 1 – Exploration and Discovery
☐ Level 2 – Skill Development
☐ Level 3 – Initiative/Leadership
☐ Macro Badge | **Development Pathway:**

☐ Learning Pathway
☐ Mastery Pathway
☐ Course Cluster
   Progression Pathway |

| **Credit Crosswalk:**
If the badge can be converted to credit through PLA, indicate the course equivalency. | **Course Connection:**
If the badge is earned parallel to a course, indicate the course code and title. |

Badge Rationale (attach additional documentation, if appropriate):
e.g., employment/student data, industry connections, new vs. adapt vs. adopt

Learning Objectives:
Statements that define the overarching goals of a curriculum, course, lesson, or activity in terms of demonstrable skills or knowledge that will be acquired by a student as a result of instruction

Competencies:
A list of discrete skills or behaviors and specific knowledge that will be acquired as a result of instruction

APPROVAL SIGNATURES (AS APPLICABLE)		
Step 1	Department Chair/Division Leader Signature:	Date:
Step 2	Faculty Senate/Curriculum Review Committee Member Signature:	Date:
Step 3	Dean Signature:	Date:
Step 4	MCCS Chief Academic Office or Designee	Date:

ACCLAIM © BADGE CREATION TEMPLATE	
Badge Name	
Badge Description *500 Characters | Earner's Capabilities Will Be?*	
URL to Additional Info *If applicable*	
Skill Tags *Identify commonalities in course description and real time labor market info – should match or align with established competencies*	
Criteria One *Type of Activity*	☐ Application ☐ Portfolio ☐ Assessment ☐ Presenter ☐ Educational Experience ☐ Project ☐ Participant ☐ Professional Experience ☐ Other:
Criteria One Description *Description of Demonstrable Task (must attach assessments)*	
Criteria One URL *Link to Task 1, if applicable*	
Criteria Two *Type of Activity*	☐ Application ☐ Portfolio ☐ Assessment ☐ Presenter ☐ Educational Experience ☐ Project ☐ Participant ☐ Professional Experience ☐ Other:
Criteria Two Description *Description of Demonstrable Task (must attach assessments)*	
Criteria Two URL *Link to Task 2, if applicable*	

Criteria Three *Type of Activity*	☐ Application ☐ Portfolio ☐ Assessment ☐ Presenter ☐ Educational Experience ☐ Project ☐ Participant ☐ Professional Experience ☐ Other:
Criteria Three Description *Description of Demonstrable Task (must attach assessments)*	
Criteria Three URL *Link to Task 3, if applicable*	
Additional criteria, descriptions, and URLs may be added, as necessary	
Attributes (Optional)	**Achievement Type:** ☐ Certification ☐ Experience ☐ Learning ☐ Validation **Mastery Level:** ☐ Foundational ☐ Intermediate ☐ Advanced **Time Required to Complete Badge:** ☐ Hours ☐ Days ☐ Weeks ☐ Months ☐ Years **Cost of Badge:** ☐ Free ☐ Paid
Standards *This field supports multiple entries that indicate alignment to 3rd party standards related to this achievement. This can be used to indicate adherence to ISO/ANSI or educational standards, company policies and standards, institutional commitments or value statements.*	
Recommendations *The recommendation field allows you to suggest "next steps" to your earners to help them stay engaged with your program and follow learning pathways. Note: You will not be able to select the recommended badge unless that badge is already published on Acclaim.*	