The **Center 4 Credentialing Excellence (C4CE)** resides in the Department of Training and Organizational Development to administer the process of collecting, approving, designing, and issuing micro-/macro-credentials for students and employees.

What is it?
The C4CE is the one-stop location for FSCJ micro-/macro-credential requests. Located in the Department of Training and Organizational Development, the office walks internal customers through the 4-step process:

(Please see attachment: Four Steps to Processing a Curricular Micro-/macro-credential at FSCJ)

Why do we need it?
In addition to recent state-mandates for issuing micro-/macro-credentials to students who complete competencies through courses in the core curriculum, several functional areas at the college (co-curricular, extra-curricular, career services, academics, training & development, etc.) have opportunities to develop micro-/macro-credentials to support students'/employees' academic and employment goals.

Where is it?
The C4CE is located with Department of Training and Organizational Development and supported by the Division of Human Resources.

Who is the process owner?
The process owner is the Executive Director of Training and Organizational Development--Dr. Marc Boese with support from his team. This is for the "pilot" first Control cycle, after which the process ownership can be reviewed for possible realignment if needed.

How does it work?
The process begins with the intake of the micro-/macro-credential request and sponsorship for approval by one of FSCJ's Micro-/macro-credential *Issuers*

- Academics
- Training and Organizational Development
- Career Services
- Student Activities

After validation and approval of the request, the micro-/macro-credential is designed, branded, and published by the C4CE using the Collegewide platform, Badgr.

Here is an example...
- **FSCJ Leadership Certificate** – Complete the FSCJ Leadership Certificate
- **Volunteer Spirit Award** – FSCJ students who have completed 50-99 hours of service
- **Volunteer Champion Award** – FSCJ students who have completed 100-199 hours of service
- **Volunteer Presidential Service Award** – FSCJ students who have completed 200-1000 hours of service

How are badges approved?
Badges are vetted by the appropriate issuing authority at FSCJ. Approval is the most important step in the four-step process, resulting from a careful review of requirements and/or competencies represented by the micro-/macro-credential, how it may be stacked with existing, and integrate among those already created; it is also an opportunity to review expiration and versioning. The full force of FSCJ's credibility is behind every issued badge.

What is needed?
Generally, support is needed from college leadership for approval of the name, location, and process ownership for the C4CE. Specifically, alignment of funding through the leadership of the process owner and budgeting department for administration and awarding of micro-/macro-credential badges. For the next fiscal year funds are now allocated to support the C4CE; this is expected to grow as the state mandates additional competency micro-/macro-credentials for employer circulation and FSCJ expands its library of badges.

How do I submit a request?
Use this link to submit your request for review:
https://forms.office.com/r/6Puwfe48dS

Where is the Collegewide Gate Review?
Collegewide Digital Badging (Micro-/macro-credentials):
https://fscj.sharepoint.com/teams/my6sigma/SitePages/Digital%20Badging.aspx

Where are current FSCJ credentials located?
The college currently uses the platform Badgr that integrates with Canvas, LinkedIn, email, etc.:
https://fscj.badgr.com/public/organization/badges