Process for Issuing/Accepting a Digital Badge

1. The student earns a credential within an approved Oklahoma CareerTech program

2. The instructor/designated representative from the school/technology center/skills center enters the necessary information into the "Real-Time" certification section of CTIMS – K-12 & Tech Centers
   a. The entry will be time-stamped for badge issuance

3. At the beginning of the month, the Career Readiness and Badging Specialist will run report for any certification results entered into the CTIMS system during the prior month.

4. Oklahoma CareerTech will send an email (from cttc@careertech.ok.gov) prior to issuing the digital badge explaining the badge and the steps to be taken once the badge is issued.
   a. Oklahoma CareerTech will only be issuing badges for those credentials/vendors that do not issue their own. If the credential already receives a digital badge from another entity, the student should receive information from them on receiving a badge through their own system.

5. The Career Readiness and Badging Specialist will then use the Credly badging platform to issue the badge and send an email from admin@credly.com to the student using the email specified in the "Real-Time" certification section of CTIMS.

6. Once the student receives the email, he/she can create an account (if one does not already exist) and claim the badge.
   a. The student is able to associate various email accounts to a Credly profile. This allows badges to be assigned to the same profile no matter which email address was used to issue the badge.
   b. Many testing vendors utilize the Credly system. If a student earns a credential that will not be badged through the Oklahoma CareerTech system, it can be added to the same profile if another email address was used.

7. The student can then make the profile/badge public/private, share the badge using various social media platforms, or share the badge directly to an employer.

8. The student also gains access to Credly's Labor Market Insights and provides direct access to job openings across the country. It also provides recommendations for credentials (badges) that are related to specific types of jobs to provide insights on other credentials you might want to obtain.