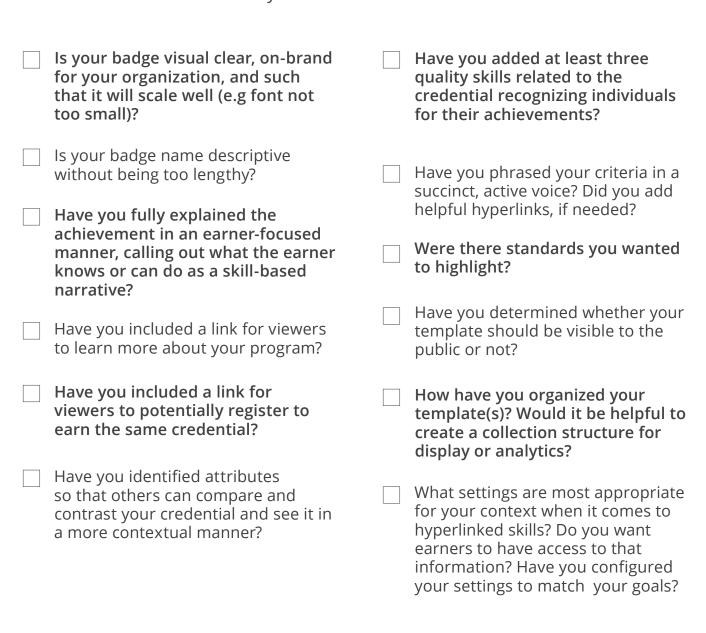**Credly**
by Pearson

CHECKLIST

Quality Badge Template Checklist

Is your badge authored in such a way that will give you the results you want? This list is not to suggest that you must use all the features, but make sure you have reviewed what works best in your context.

☐ **Is your badge visual clear, on-brand for your organization, and such that it will scale well (e.g font not too small)?**

☐ Is your badge name descriptive without being too lengthy?

☐ **Have you fully explained the achievement in an earner-focused manner, calling out what the earner knows or can do as a skill-based narrative?**

☐ Have you included a link for viewers to learn more about your program?

☐ **Have you included a link for viewers to potentially register to earn the same credential?**

☐ Have you identified attributes so that others can compare and contrast your credential and see it in a more contextual manner?

☐ Have you added at least three quality skills related to the credential recognizing individuals for their achievements?

☐ Have you phrased your criteria in a succinct, active voice? Did you add helpful hyperlinks, if needed?

☐ **Were there standards you wanted to highlight?**

☐ Have you determined whether your template should be visible to the public or not?

☐ **How have you organized your template(s)? Would it be helpful to create a collection structure for display or analytics?**

☐ What settings are most appropriate for your context when it comes to hyperlinked skills? Do you want earners to have access to that information? Have you configured your settings to match your goals?

☐ **What recommendation(s) have you created and assigned to this template? What do you want earners to do next? What do you want to promote?**

☐ Would earners appreciate a printable certificate, and if so, have you configured a design that matches your brand?

☐ **Should your credential have an expiration, and would a pre-set feature help? What about notifications 60 days from expiring?**

☐ Is there ever a need for earners to receive the same badge more than once? If so, have you checked the duplicates setting for the template?

Schedule a Demo

Credly Acclaim offers advanced technology to easily issue quality digital certificates and badges. Speak to our team to find out more.