University of Hawai'i Micro-Credentials Implementation Checklist for Programs and Faculty

This checklist is intended to guide University of Hawai'i faculty who are interested in developing and implementing micro-credentials, in accordance with EP 5.231, Micro-Credentials. Micro-credentials represent an evolving trend in higher education and professional development, offering modular, focused learning experiences tailored to specific skills or competencies. Unlike traditional degrees and certificates, these credentials are incremental and can be accumulated over time, providing learners with the flexibility to adapt their education to their career goals and market demands. They are designed to be shorter in duration, digitally badged, and focused on specific skill sets that are highly relevant in today's rapidly changing job market. Faculty members seeking to learn more about micro-credentials should visit the UH Micro-Credentials webpage.

Checklist for UH Programs & Faculty

Discover

Determine if a micro-credential is the right solution

1. Do you have department/college support for the micro-credential?

2. Who is the audience, and how do you know there will be interest in the micro-credential?

3. Does the micro-credential result in a skill that is relevant to the workforce? Does it fall under one of the following categories defined by Lightcast, a service that identifies real-time trends in labor market analytics?

4. Was a market analysis conducted to gather accurate, relevant, and unbiased data to guide strategic decisions regarding program or micro-credential development?

5. Does the micro-credential meet the highest educational and/or industry standards, and how will you demonstrate this?

6. Does the micro-credential have robust skills or a skill-based assessment process that accurately measures the achievement of learning outcomes?

7. How will you promote the micro-credential?

8. Is the micro-credential easy for individuals to access and complete? Is it designed to fit into the busy schedules of working professionals or employees?

Consider

Are you thinking of offering your micro-credential (a) as part of a credit-bearing course or series of credit-bearing courses or (b) as a non-credit offering?

1. Credit: All current credit processes apply to micro-credentials:
   a. Enrollment
   b. Tuition
   c. Mandatory student fees
   d. Health Clearance
   e. Stackable micro-credentials are encouraged.
   f. Financial Aid – be aware that, micro-credentials embedded in credit-bearing courses may be constructed in such a manner that will allow students to access federal financial aid, particularly if the micro-credential is part of students' Course Program of Study (CPOS). You may wish to consult with your campus financial aid office as you develop your micro-credential.

2. Non-credit: Features of non-credit micro-credentials include:
   a. Enrollment Registration System (i.e., Modern Campus Destiny One, D2L Course Merchant)
   b. Offering a non-credit version of the micro-credential for professionals who do not need credit towards a degree.
   c. Providing more flexibility in how an offering is set up.
   d. Question to consider - Do your campus processes allow for the stacking of non-credit micro-credentials? (non-credit stacking to other non-credit, non-credit to credit stackability)

3. Stand-Alone and Pathways
   a. What is the stand-alone value of the micro-credential?
   b. Has a micro-credential pathway been considered that involves vertical or horizontal stacking of micro-credentials?
   c. How does the micro-credential complement existing credentials (degrees or certificates) on your campus?

Propose

1. Submission of official micro-credential proposal forms follows the development pre-approval consultation process. The micro-credential coordinator (or responsible unit) on your campus may be able to provide support in the official micro-credential proposal process.

2. Make sure to adhere to the terms of UH EP 5.231 and the micro-credential approval process being developed at your campus during the 2024-25 academic year. Consult your dean or VCAA/VPAE if you have questions about the processes in place in your campus for credit-based and non-credit-based micro-credentials, including the designated approval authority.

3. Those interested in digital badging of their micro-credential should complete the Digital Badge Information Form (under development by [UH Online](#)).

4. UH Online will maintain a UH Recognized Micro-Credentials List (on a UH micro-credentials webpage, under development by UH Online)

Launch

1. How will the campus and/or program market micro-credentials, including yours?

2. Where will micro-credentials be represented on the campus website?

3. How will current and/or prospective students know about micro-credentials?