



CUSD 200 Frequently Asked Questions (FAQs) About Microcredentials

Where is the website for micro-credentials?

You can find all information about micro-credentials you need on the district website by clicking on the Staff heading and then clicking on Micro-credentials. You will need to sign into the district website for full access. Click the link here to go to the Microcredentials page on the CUSD 200 website:

<https://www.cusd200.org/o/cusd200/page/microcredentials>

Do we need to have micro-credential approved by the district first?

You need to click on the district approval form on the above website. It will take you to a Google form where you simply select which micro-credential(s) you intend to complete and submit it to the district. As long as it is on the approved list, you cannot be denied.

When are microcredentials due?

Like graduate coursework, you must submit your MC badges to the Human Resources Department show completion by October 1st.

How many micro-credential(s) can I do?

You may complete five (5) micro-credentials per year.

Can I work ahead and complete (bank/collect) more than one microcredential this year?

Yes. You may complete more than 5 micros this year; however, you will not be able to submit the badges until the next year of this contract, meaning until after July 1, 2025, and will not be compensated for those until November of 2025. While you may “work ahead”, the approved list of available microcredentials is fluid and will be changing. Some may be taken off during in the future and some may be added.

How do I complete a microcredential?

A microcredential is applied learning, meaning this is not a class with assignments due over several weeks. You need to read all of the requirements and are strongly encouraged to do the suggested reading each MC offers. You should keep all of your evidence in a Google or Word doc from which you can cut and paste. When you click “apply” on a microcredential, that actually means that you are ready to submit your evidence and submit it to Digital Promise or the NEA. Unfortunately, there is no option to save progress or only complete part of the evidence at a time. Therefore, it is best to have it all saved in another Doc so that you don’t lose it.

Are we refunded for the cost if the MC has a fee?

No. Like graduate coursework, you are responsible for covering the cost of the MCs you choose to complete.

Can we submit the cost for discretionary funds?

No. This does not meet the intended purpose for discretionary funds.

Do we submit a certificate of completion to the District or does Digital Promise or the NEA do that for us?

For each MC you complete and pass, the provider will give you a “badge” indicating that you successfully passed that MC. You are responsible for submitting these badges to the district yourself. Digital Promise and the NEA will not do this for you.

Can we complete these with other teachers and/or our PLCs and submit the same evidence and write-ups?

MCs can offer a great chance for collaboration with colleagues and that is highly encouraged. However, each individual will need to submit their own evidence and work.

Do micro-credentials count as Professional Development Hours?

Yes. For each completed micro-credential, you can receive up to 8 professional development hours. A log of hours must be submitted at the time that the micro-credential is completed. The professional development hours will be processed on a monthly basis. If you have questions, please contact Charlene Howington.

What if I am about to submit all of my evidence on the Digital Promise or NEA website and the micro suddenly disappears?

We anticipate this being a rare problem, but if you truly have all of your evidence ready and the micro-credential is suddenly removed from the Digital Promise or NEA website, contact members of the Professional Growth Team, either Bryce Cann or Shannon Worcester, and they will work with you to find a solution so that you can still utilize your evidence and get credit for the micro-credential.

How often will the list of approved microcredentials change?

The list is fluid and can change at any time. Digital Promise and the NEA can choose to remove, add, or alter micro-credentials, which is why it is important to hold onto any evidence you are working on and each badge for completed individual microcredentials. We are also continually looking to add more from the NEA site, which will keep costs down for teachers choosing to complete microcredentials.

Can I complete both MCs and graduate coursework during the same year?

Yes. MCs and graduate coursework are two separate areas in which you may receive compensation. You may complete both and be compensated for both at the same time.

Updated 7/25/24