



Specifics on Microcredentials

Things to Note

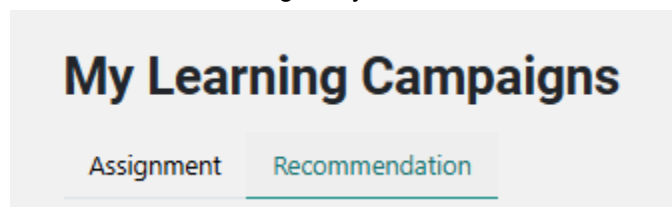
- Staff can request a maximum of 1 Microcredential approval at a time; and up to 4 Micro-credentials total through June 30, 2027.
- All assigned videos must be watched from start to finish. You must earn a score of 80% or better on the associated quizzes. All course work must be completed outside of contracted hours. Failure to comply with these requirements will require you to re-do the microcredential.
- Each Microcredential Topic is 8 to 10 hours in length. Successful completion of each Microcredential provides a \$0.25 Hourly Rate Enhancement.
- Microcredential Hourly Rate Enhancements are processed 3 times a year per the Collective Bargaining Agreement. Please refer to the table below for Hourly Rate Enhancement Deadlines.

Hourly Rate Enhancement Applied On	Must Notify Baylee Burkland of Completion By
October 1st	September 15th
January 1st	December 15th
April 1st	March 15th

****Specific payroll details will be provided after completion.**

How to Request and Complete Microcredentials

1. Complete the Microcredential Request form, found on the BHASED website under Staff Forms.
2. Turn the Microcredential Request form into your supervisor for approval.
3. Receive email notification from the BHASED District Office of approval or declination of request.
4. If approved, you will receive an email from Infinitec notifying you that your requested trainings are assigned to you. You can find these trainings on your **Dashboard** under **Recommendation**.



5. Watch each module, from start to finish; and complete all quizzes within the Microcredential with a score of 80% or better.
6. Email the HR Generalist (Baylee Burkland) when you have successfully completed the entirety of the Microcredential course (see table above for payroll processing deadlines).
7. The HR Generalist (Baylee Burkland) will confirm via email when you have completed all necessary items. Once the email confirmation is received, you can apply for an additional Microcredential.