

# NCTRC

## Badge Earner Guide



The National Council for Therapeutic Recreation Certification® welcomes a new way to share professional skills, knowledge, and accomplishments through micro-credentials and digital badges! Learn more at [NCTRC](#).

Welcome to a new way of managing your professional achievements and learning outcomes. Earning a digital badge enables you to represent valuable skills unique to your experiences in a way that is sharable and verifiable. You did the work... now share your achievements online with your digital badge.



**LEARN IT.  
EARN IT.  
SHARE IT.**

**Have you ever learned a new skill that would be perfect for your clients and then not had an easy way to share this with your coworkers?**

**Do you wish you had an image to add to your email signature or online profile that shows what you know or can do?**

**Are you looking for a better way to advocate for yourself and your profession?**

This document will give a high-level overview of what digital badging is, how it can be leveraged and shared and how to access your badge through the Credly platform.

### TOPICS

- What is a digital badge?
- What are the benefits of a digital badge?
- How do I receive a digital badge from NCTRC?
- How do I claim my digital badge?
- How do I create a Credly account?
- How do I share my digital badge?
- How do I add my digital badge to my email?

To learn more about digital badges, go to [NCTRC](#). Take a moment to look at the [NCTRC Digital Badge FAQs](#) for more information. If you have questions regarding digital badges issued by NCTRC, please email: [nctrc@nctrc.org](mailto:nctrc@nctrc.org) or call 845-639-1439.

If you have further questions or are experiencing issues with your Credly account, you can easily access the [Credly Support Forum](#).

## WHAT IS A DIGITAL BADGE?

A digital badge is a way to spotlight an earner's accomplishments – a graphical representation of your knowledge and skills. Badges are a standard to recognize and verify learning.

A badge communicates three things without sacrificing verification or context:

- **Who did something?**
- **What did they do?**
- **Who says they did it?**

Digital badges are secure, web-enabled credentials containing verified information about each earner's professional achievements.

Digital badges can be used in email signatures or digital resumes, and on social media sites such as LinkedIn, Facebook, and Twitter.

This digital image contains verified metadata that describes your qualifications and the process required to earn them.

NCTRC offers different types of digital badges to recognize your professional accomplishments. NCTRC has partnered with digital badging provider, [Credly](#), to provide a digital badge to those who hold:

- **Certified Therapeutic Recreation Specialist® - CTRS® Credential,**
- **Professional Eligibility status,**
- **CTRS Specialization Area Designations - NCTRC awards recognition in the following seven areas:**
  1. Adaptive Sports and Recreation
  2. Behavioral Health
  3. Community Inclusion Services
  4. Developmental Disabilities
  5. Geriatrics
  6. Pediatrics
  7. Physical Medicine/Rehabilitation

In addition, NCTRC is working collaboratively with other professional organizations and continuing education providers to offer various micro-credentials and their associated digital badge.

## WHAT ARE THE BENEFITS OF A DIGITAL BADGE?

- **Easily manage, share, and verify your learning achievements.**
- **Secure verification adds credibility to your achievement.**
- **A quality credential clearly explains what you can do, what you did to earn this and who says you earned it.**
- **The digital version of a credential is easy to share online.**
- **The digital version of a credential is secure.**
- **This is a trusted method for real-time verification; it is not self-reported.**

Showcase your accomplishments to your personal and professional network. Once you share your badge, a viewer can click on your badge and will be taken back to Credly to view all the details of your achievement. You can also share your Credly profile to provide an employer with the full context of your abilities, represented by the various badges you have earned and manage through Credly.





You can share your digital badge via:

- **Social media channels**
- **Email message**
- **Electronic resume/cv**
- **Embedded in a website**

Digital badges can be used in email signatures or digital resumes, and on social media sites such as LinkedIn, Facebook, and Twitter.

## HOW DO I RECEIVE A DIGITAL BADGE FROM NCTRC?

### How do you know if you've been issued a badge?

For those who earn the CTRS Credential, Professional Eligibility status, or CTRS Specialization Area Designation - you will receive an email from Credly inviting you to claim your digital badge.

A variety of micro-credentials will be available to earn as NCTRC works collaboratively with other professional organizations and continuing education providers. For those who earn a micro-credential, you will receive an email from Credly inviting you to claim your digital badge.

Once you earn a badge, you will receive an email notification from Credly ([admin@credly.com](mailto:admin@credly.com)) with instructions for claiming your badge and setting up your account. If you have questions, please contact NCTRC at [nctrc@nctrc.org](mailto:nctrc@nctrc.org) or call 845-639-1439.

## HOW DO I CLAIM MY DIGITAL BADGE?

### What happens next?

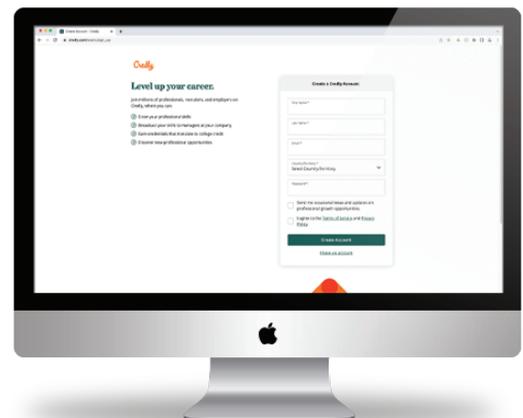
- **You'll receive an email from Credly inviting you to accept your badge.**
- **Click the button in the email.**
  - Visit [credly.com/users/sign\\_up](https://credly.com/users/sign_up) and create an account.
- **Create and confirm your Credly account.**
- **Accept your badge and start sharing!**

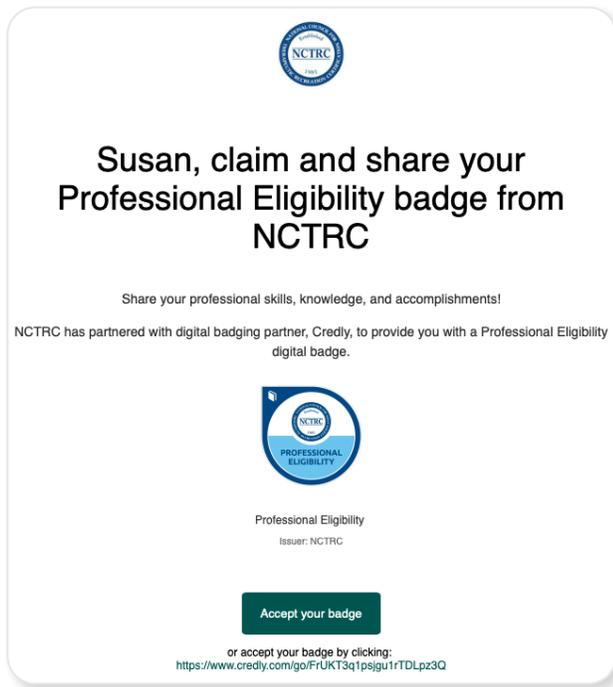
## HOW DO I CREATE A CREDLY ACCOUNT?

Fill in each field, then read and agree to the Terms of Use and Privacy Policy. You can also choose to let Credly send you occasional messages. You can change your preferences for receiving marketing emails from Credly at any time.

When you have filled in each field, click **Create My Account**.

Once you create an account, you will be prompted to claim your badge. This digital badge will contain information describing your credential and will allow you to easily share your achievement with your personal and professional networks. There is no fee for this service.





**You'll receive an email from Credly ([admin@yourcredly.com](mailto:admin@yourcredly.com)) that looks like the image on the left.**

**NOTE:** Please check your spam or junk mail filter if you do not receive the email in your Inbox.

Click on the **Accept** button below the badge image.

This will take you to Credly where you will create an account.

Check your email and follow the instructions there to continue. You will be prompted to **sign in** with the credentials you created.

Once you sign into your account, you will be able to claim your badge.

**Tip:** If you accidentally reject your badge, contact Credly Support to resend your badge.

## GETTING STARTED

We have provided you with support articles and videos to help you get started.

- [How do I get started?](#)
- [What is a badge?](#)
- [How to accept and manage your digital badge](#)
- [How is displaying my achievement as a badge useful?](#)

Have further questions? Reference the following link for additional information: [Credly Support Forum](#).

## HOW DO I SHARE MY DIGITAL BADGE?



Broadcast your achievement to friends and colleagues to get the recognition you deserve.

Once you have accepted your badge, you can broadcast the badge directly from Credly to your social media networks. Click an icon to connect your social media account to easily share your badge.

Go to the Credly Support Platform to learn [How to share my badge on LinkedIn?](#)

You can also email the badge, download the badge image, download the code to embed your badge on a website, and copy the badge landing page URL.

For more information on how to share your digital badge to each platform, please visit [Credly's support site](#) which provides many how-to videos and step by step examples.

Adding a hyperlinked badge image to your email signature is a great way to make sure your professional network is aware of your certifications, credentials, and other badge-worthy recognition.

## HOW DO I ADD MY DIGITAL BADGE TO MY EMAIL?

Email clients handle images within signatures differently. Some, like Outlook, require a resized image and a hyperlink. For detailed information and instructions, check out the links below.

- [Adding your badge to Outlook](#)
- [Adding your badge to Gmail](#)

If you need additional assistance, the Credly Support Platform provides step-by-step instructions on [how to attach your badge to your email signature](#).

### Learn it. Earn it. Share it.

We believe the NCTRC Digital Badges will further enhance your professional standing and achievements. So, start using them today to develop your career and expand your professional network.

For more information, please contact NCTRC at 845-639-1439.

**You've worked hard to earn this credential; now it's time to share it with the world!**

**Thank you for your continued support of NCTRC and the CTRS credential.**

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

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