

CFM CAREER MANAGEMENT: CM.6 LIFELONG LEARNING

Verifying Certifications, Licenses, and Microcredentials

Detailed practice, calculation, decision-making, and assessment

GRADES 9-12	TIME 2 x 42 min	GROUPING I / pairs / whole	PRODUCT Plan
YOUR CHALLENGE Distinguish credential types, audit a fictional offer, compare total cost, and build a verification plan.			

New York CFM Connections: Professional Organizations, Credentials, Continuing Education, and Career Change

Credentials can signal completed learning, tested skill, legal authorization, or continuing education—but the meaning depends on the issuer, assessment, requirements, expiration, and industry recognition. Students should never purchase a credential based only on a title, logo, or “guaranteed job” claim.

Term	Student-friendly meaning
Certification	A credential typically awarded after meeting an organization’s requirements.
License	Government authorization required for certain regulated work.
Certificate	Evidence of completing an education or training program.
Microcredential	A smaller credential focused on a defined skill or learning outcome.
Accreditation	External review of an institution or program under stated standards.
Recertification	Requirements for maintaining or renewing a credential.
CLASSROOM USE All people, employers, figures, brackets, and documents in this packet are fictional. Never place a real Social Security number, employer ID, bank number, or tax document in classroom work.	

Part 1 - Distinguish Credential Types

Classify six fictional examples.

Example	Likely type	Issuer to verify	What it demonstrates	What it does not prove
State occupational authorization				
Industry exam credential				
College completion award				
Online skill badge				
Safety training card				
School participation badge				

The title alone may be misleading.

Part 2 - Audit a Fictional Credential Offer

Digital Office Pro promises a badge in two hours for \$199 and “guaranteed employment.”

Claim	Verification question	Evidence needed	Risk level/reason
Issuer			
Learning hours			
Assessment			
Employer recognition			
Job guarantee			
Refund			
Expiration			

Do not enter payment or personal information during the activity.

Part 3 - Calculate Total Credential Cost

Option A: \$120 course, \$80 exam, \$25 materials, 20 hours. Option B: \$260 course including exam, \$15 materials, 14 hours.

Measure	Option A	Option B	Interpretation
Direct cost			
Time hours			
Cost per hour			
Retest/renewal			
Travel/technology			
Total unknowns			

Cost per hour is not a quality score.

Part 4 - Compare Credential Value

Use relevance, issuer credibility, assessment, employer demand, portability, renewal, and accessibility.

Criterion	Strong evidence	Weak evidence	Question to ask
Relevance			
Issuer			
Assessment			
Employer value			
Portability			
Renewal			
Accessibility			

A credential may be useful in one pathway and irrelevant in another.

Part 5 - Write a Credential Verification Plan

Write 150–200 words recommending pursue, postpone, or reject.

Plan element	Action/evidence
Career need	
Issuer check	
Assessment	
Employer evidence	
Total cost	
Funding	
Expiration	
Alternative proof	

Include a no-purchase-until-verified rule.