



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN**
Fostering Leadership & Innovation

University of the Commonwealth Caribbean

Corporate Education

Frequently Asked Questions: Certificates and Digital Credentials

What is a Digital Credential?

Digital credentialing is a form of data encryption using blockchain technology. software that helps institutions, academies, universities and schools to send digital certificates and badges at ease to their earners.

Are certificates issued with digital credentials real?

Yes, they are real and secure! Digital Credentials include a set of encrypted data embedded in the document that enables the identification of the holder of the certificate. The embedded data enables the secure exchange of information between the UCC, the student and an employer or other recipient. The institution's verification of the embedded data is sent in such a way as to enable validation of the integrity and origin of the certificates.

How is a certificate with digital credentials different from an electronic or paper certificate?

Certificates with digital credentials represent a legitimate, authenticated achievement, the nature of which is described within the unique credential identification itself, and which is also linked to the issuing organization. Certificates with digital credentials are verifiable so that an interested party may validate that the University's certificate was awarded to that student, has not expired and that the document is tamper-free. Electronic certificates are less secure as they may be edited using many common graphic design applications and then printed.

How will I access my electronic Certificate and Grade Report?

Students that have satisfied the requirements to complete a UCC Executive Certificate Course will receive an email notifying them of their Certificate and Grade Report. This email will host a link enabling the student to view and retrieve each document. For each document, there will be a unique Certificate/Badge ID and an Issue Date.

Is the Certificate Sharable?

Students can email a copy to their Supervisor or to a new employer, or announce their accomplishment by instantly sharing their certificates and/or badges on social platforms. With just a click the student can share their certificate on LinkedIn, Facebook, and Twitter.

- **Important:**

Two separate links are provided to students, one for each document (Certificate and Grade Report). The link that shows each document can be shared separately.

Does this digital credential have an expiration date or limited access time?

Currently, certificates are not published with an expiration date, as such, you have unlimited access to the digital credential certificate.

Will I be able to print my certificate?

Digital credential certificates may be downloaded and printed. A professional print-ready version is available which may be shared with an external print company for printing on specialized paper. The options for students to download their certificate in PDF and JPEG format and print these or print at a location of their choice (Hot Off The Press, Pear Tree Xpress, etc.) makes the digital credential certificate flexible and portable.

Additionally, students may request a printed copy from the UCC by submitting a Document Request Form along with the fee of \$6,000 JMD.

Will my certificate still be valid after I print it?

The printed certificate that retains the digital credential identification (Credential ID) can be used to verify that it is valid.

To collect a printed certificate, complete the following requirements:

You may respond to this email after reading through all sections with an indication of the campus selected to collect the certificate. Note that this information will not be processed by phone. To process a request the following information must be included in each student's response:

1. Student first name and last name
2. Name of the certificate course
3. Company Sponsored / Not Company Sponsored
4. ID number (where applicable)
5. Student phone number
6. Campus selected

Important Note:

1. Certificates will only be issued to persons who received their grades and/or have a final pass mark of 50% or above on **Aeorion** and are in good financial standing.

2. Certificates may be collected at one of the following Regional Campuses **only after the selected campus has confirmed receipt of your certificate.**

Corporate Education remains available to guide you through the collection process.

<p><u>Kingston Campus- (Location of Certificates)</u> Corporate Education 17 Worthington Avenue, Kingston 5 Opening Hours: Mon – Fri: 8:30 am – 4:30 pm Phone: 876-906-3214, 876-906-3216</p>	
<p><u>Mandeville Campus</u> Lot 3 Caledonia Mall, 3 1/2 Caledonia Road Manchester Opening Hours: Mon – Thurs: 9:00 am – 4:00 pm Friday: 10:00 am – 3:00 pm Phone: 876-625-2602, 876-625-5408</p>	<p><u>May Pen Campus</u> 3 Chapleton Road, May Pen Opening Hours: Mon – Fri: 9:00 am – 4:00 pm Phone: 876-986-9273</p>
<p><u>Montego Bay Campus</u> 16 East Street (Van Haze Building), Montego Bay Opening Hours: Mon – Thurs: 9:00 am – 4:00 pm Phone: 876-940-2025, 876-971-9653</p>	<p><u>Ocho Rios Campus</u> 99 Main Street, Ocho Rios Opening Hours: Mon – Thurs: 9:00 am – 4:00 pm Phone: 876-795-0983, 876-974-4071</p>

Thank you again for continuing your education with the University of the Commonwealth Caribbean (UCC) Corporate Education and we look forward to having you join us in going even further. You can view our currently available courses at <http://www.ucc.edu.jm/short-courses>.