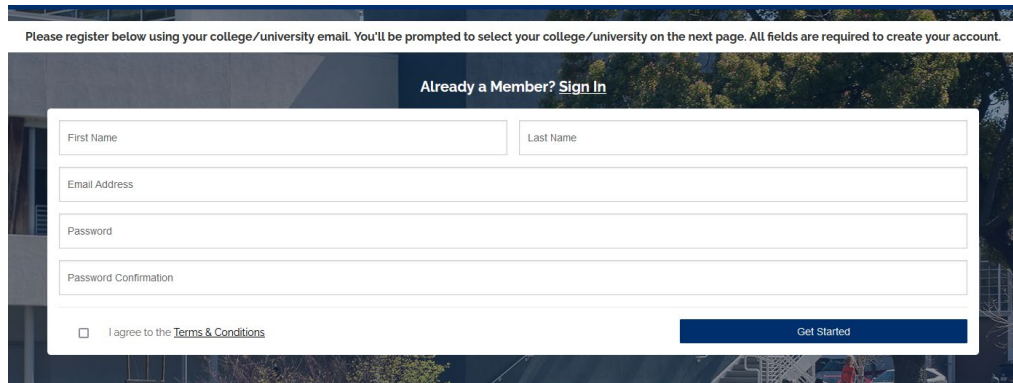# How to Register and Record the Micro-Credential:

Embracing the AI Revolution: A Strategic Bootcamp for Actionable Integration & Leadership

This short guide will provide you instructions on how to enroll, complete, and notify Mt. SAC POD on your completion of this micro-credential program. This program is free until August 2025 through the California Community College's Chancellor's Office (CCCCO).

Note: This site and micro-credential are external to POD Connect. The training will not reflect automatically in your POD Connect transcript or be viable for PGH/PGI/PGB credit until you have verified your completion through STEP 6 below. Any questions can be forwarded to Aaron Mezzano at Amezzano@mtsac.edu or Elda Blount at EBlount@mtsac.edu.

1. Access the micro-credential site at https://www.go2knowledge.com/cccco.

2. Complete the fields on the next screen using your @mtsac.edu email as your username, **or** login using your @mtsac.edu email account if you have already created an account.

3. After creating your account and accessing the site, enroll in the program titled, "Embracing the AI Revolution: A Strategic Bootcamp for Actionable Integration & Leadership."
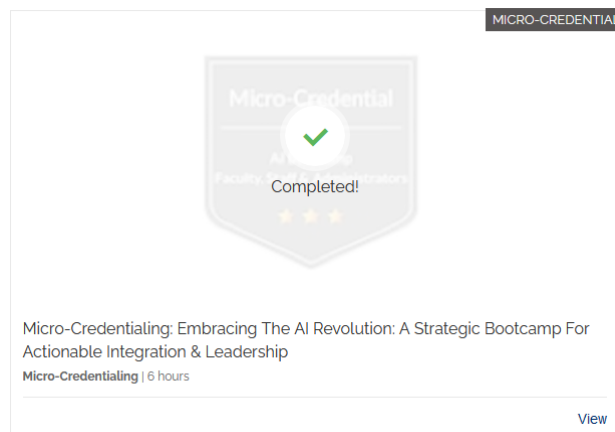
4. Completion three required modules (marked below) and three elective modules is required for the micro-credential:

❖ Navigating The AI Landscape: Assessing Your Institutional Needs & Crafting A Comprehensive Roadmap **(required)**

❖ Introducing AI Into College Workflows: Integration Strategies For Improved Efficiencies **(required)**

❖ Creating An AI Implementation Plan: Use Cases, Ethical Considerations & Sustainable Practices **(required)**

- ChatGPT In The Workplace: Practical Strategies For Faculty, Staff & Administrators
- Transformative Teaching: How To Use ChatGPT To Create Innovative & Engaging Assignments
- Leveraging ChatGPT For Tutor Training & Success
- The Potential Of ChatGPT: Practical Strategies For Face-To-Face & Online Teaching
- ChatGPT In The Classroom: Embracing AI For Enhanced Teaching & Learning
- Preventing ChatGPT Misuse: Making Academic Integrity Policies Explicit About AI
- The Future Of Syllabus Design: Leveraging ChatGPT For Engaging, Tailored Content
- ChatGPT: Developing A Policy For Responsible AI Use In Higher Education

5. Once you have completed your required and elective modules, you will receive an email from California Community Colleges (support@ieinfoi.org) with a link to download your certificate.

6. Once you have downloaded you're your certificate, notify Mt. SAC POD by uploading your document **using this form**. Your transcript will reflect your completed micro-certificate within 10 working days.

Questions? Email the Mt. SAC POD team!

Aaron Mezzano – Amezzano@mtsac.edu

Elda Blount – Eblount@mtsac.edu

General Inbox - POD@mtsac.edu

We thank you for your continued professional development!