**Regional Micro-Enterprise Credential: Student Portfolio Checklist**

(Updated: August 1, 2018)

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| **Student Portfolio Checklist of Required Culminating Assignments** |
| **Student Name:** |  |
| **Teacher Name:** |  |
| **Class / End Date:** |  |
| **Credential Modules** | **Purpose** | **Culminating Assignment** | **Assigned Due Date** | **Complete** |
| **Self-Assessment** | Requires student reflection on personal interests and strengths in the context of effective workplace behaviors. Writing exercises included. | Self-Assessment |  |  |
| **Self-Assessment Presentation** | Requires students to engage effectively with a workplace mentor (live or virtually via Nepris). Writing exercises included. | Self-Assessment Presentation |  |  |
| **Micro-Enterprise Credit Applications** | Requires students to understand basic credit and capital concepts, essential concepts for every small business employee / owner. | Bank and Online Credit Applications |  |  |
| **Company Registration** | Requires students to learn about the requirements for forming a new business. | Company Registration |  |  |
| **Online Credential Exam** | *Requires students to master financial concepts essential to the success of every small business.* | Exam study guide |  |  |
| Requires students to demonstrate their retention of the key “lessons learned” from completing the modules above. | Online Credential Exam |  |  |
| ***Students must complete all five modules to attain the Regional Micro-Enterprise Credential*** |

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| **Additional Teacher-Assigned Student Exercises** |
| **Exercises** | **Assigned Due Date** | **Complete** |
| Nine Steps for Starting Your Small Business  |  |  |
| Differentiation Exercise |  |  |
| Elevator Speech |  |  |
| Practice Self-Assessment Presentation |  |  |
| Practice Self-Assessment Essay |  |  |
| Writing Thank You Notes Exercise |  |  |
| Cost of Credit Worksheet |  |  |
| Bank Application Profiles Exercise |  |  |
| Key Financial Concepts |  |  |
| Pro Forma Exercise |  |  |
| Ethics and Social Responsibility Exercise |  |  |
| Credentialing Test Study Guide Exercises |  |  |
| Other: |  |  |
| Other: |  |  |
| Other: |  |  |
| Other: |  |  |
| Extra Credit: |  |  |
| Extra Credit: |  |  |