



credentials

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Human Resources > Maintenance > Staff Demo > Credentials

This tab contains the following employee information categories: education, certification, special credentials, permit, and permit area. The categories contain specifics about where the degree was received, as well as specifics about the certificates and special permits obtained by the employee.

Add credential data:

Retrieve an existing record.	Search for a record. Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve . Or, click Directory to perform a search in the Employees directory .
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Click **+Add** to add a row in any of the below sections.


Under **Education:**

Field	Description
College	Click to select the college that the employee attended.
Year	Type the year the employee received the degree in the YYYY format.
Major	Click to select the college major for the employee.
Minor	Click to select the college minor for the employee.
Degree	Click to select the degree the employee received from the learning institution.

Click **Refresh College** to update the education grid if any education information is changed or if a new row is added.

Under **Certification:**

Certification Type	Click to select the one-character code that describes the type of certificate held by the employee. The Certification Type values are maintained on the Personnel > Tables > Credential > Certification Type tab.
Date	Type the date when the employee received the certificate in the MM-DD-YYYY format.
Specialty Area	Click to select the general area or level covered by the certificate. The Specialty Area values are maintained on the Personnel > Tables > Credential > Specialty Area tab.

Teaching Specialization	<p>PEIMS Reporting Element (if associated with a PEIMS PK Teacher Requirement)</p> <p>Click  to select the teaching specialty covered by the certificate.</p> <p>The Teaching Specialization values are maintained on the Personnel > Tables > Credential > Teaching Specialization tab.</p>
Date Expire	Type the date on which the certificate expires in the MM-DD-YYYY format.
ExCET Yr	Type the year when the employee most recently took the ExCET examination in the YYYY format.
Yrs Taught	Type the number of years that the employee has taught under the certificate indicated.
Sem Hrs	Type the number of college credit hours the employee has earned in the subject area covered by the certificate.

Under **Special Credentials**:


Description	Type the name of the special credentials that the employee holds. The field can be a maximum of 20 characters.
Year	Type the year that the employee received the special credentials in the YYYY format.
Classroom Hrs	Type the number of classroom hours the employee has accrued in the specialty area.

Under **Permit**:

Under **Permit Area**:

Click **Save**.

Other functions and features:

 Delete a row.	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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