



# credentials



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# Credentials - HRS3000

**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:**

<b>Retrieve an existing record.</b>	<a href="#">Search for a record.</a> 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 <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> .
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Click **+Add** to add a row in any of the below sections.


Under **Education:**

Field	Description
<b>College</b>	Click  to select the college that the employee attended.
<b>Year</b>	Type the year the employee received the degree in the YYYY format.
<b>Major</b>	Click  to select the college major for the employee.
<b>Minor</b>	Click  to select the college minor for the employee.
<b>Degree</b>	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:**




<b>Certification Type</b>	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.
<b>Date</b>	Type the date when the employee received the certificate in the MM-DD-YYYY format.
<b>Specialty Area</b>	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.

<b>Teaching Specialization</b>	<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 &gt; Tables &gt; Credential &gt; Teaching Specialization tab.</p>
<b>Date Expire</b>	Type the date on which the certificate expires in the MM-DD-YYYY format.
<b>ExCET Yr</b>	Type the year when the employee most recently took the ExCET examination in the YYYY format.
<b>Yrs Taught</b>	Type the number of years that the employee has taught under the certificate indicated.
<b>Sem Hrs</b>	Type the number of college credit hours the employee has earned in the subject area covered by the certificate.





Under **Special Credentials**:

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

Under **Permit**:

<b>Permit Type</b>	Click  to select the type of permit that the employee holds.
<b>Date</b>	Type the month and year the employee received the permit in the MMYYYY format.
<b>Issue Status</b>	Click  to select the circumstances under which the permit was issued.
<b>Ren #</b>	Type the number of times TEA has renewed the permit. The field can contain a single digit. If the permit has not been renewed, leave the field blank.
<b>Renew Date</b>	Type the month and year the permit was renewed in the MMYYYY format.
<b>Renew Status</b>	Click  to select the circumstances under which the permit was renewed.


Under **Permit Area**:

<b>Role ID</b>	Click  to select the three-digit code that identifies the capacity in which a person serves under the permit indicated. This field is required for all permits.
<b>Population</b>	Click  to select the type of permit that the employee holds.
<b>Grade Range</b>	Click  to select the two-digit code that indicates the span of grade levels for which the permit was issued. This is required only for teaching permits.
<b>Subject Area</b>	Click  to select the two-digit code that indicates the broad subject area that an instructor is allowed to teach. This is required only for teaching permits.
<b>Hrs</b>	Type the number of college credit hours the staff member has earned in the specified subject area.

Click **Refresh Role ID** to update the permit area grid if any information is changed or if a new row is added.

Click **Save**.

### Other functions and features:

	<a href="#">Delete a row.</a>
<b>Documents</b>	<a href="#">View or attach supporting documentation.</a>