



## Certification Type - HRS2200



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# Certification Type - HRS2200

**Personnel > Tables > Credential > Certification Type**

This tab is used to maintain one-character codes for certificates held by the employees as well as a description of the codes. The information on this table can then be used to populate the employee certification data on the Credentials tab on the Staff Demo page. Maintaining this information will assist in identifying those staff members that may have teaching credentials that are temporary and must be renewed.


**Add a certificate code:**

Click **+Add** to add a row.

Field	Description
<b>Certificate Type Code</b>	Type a one-character code representing a certificate held by the employee.
<b>Certificate Type Description</b>	Type the description of the certificate. The description can be a maximum of 20 characters.

Click **Save** to save the changes.

**Other functions and features:**

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	<p>Print the code table data.                      Click to print code table data. The following Credential Code Table options are displayed:  <b>Current Tab Page</b> - prints only the tab page currently open.  <b>Selected Code Tables</b> - displays the following Credential Code Table Selection options:</p> <ul style="list-style-type: none"> <li>Major/Minor Table</li> <li>College Table</li> <li>Certification Type Table</li> <li>Specialty Area Table</li> <li>Teaching Specialty Table</li> <li>Service Record Notes Table</li> </ul> <p><b>All Account Code Tables</b> - prints all the Account Codes tab pages.                      Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.  <a href="#">Review the report.</a></p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>