


# Other functions and features:

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Existing credential and certification codes are displayed in order by code.

❑ Click **+Add** to add one blank row. A blank row is added to the grid.

Or, click **+Add 10** to add ten blank rows to the grid.

| | |
|---|---|
| **Code** | Type a unique two-digit code. |
| **Description** | Type a description for the code, up to 35 characters. |
| **Origin** | Indicate if the credential or certification is recognized as international (I) or national (N), or leave blank if neither.<br><br>This information is used on Maintenance > Student > Individual Maintenance > PGP and Performance Acknowledgment tabs, and prints on the Student Personal Graduation Plan (SGP1000) and AAR Multi-Year (SGR2047) reports. |
| **PEIMS Code** | Click ⋮ to select the PEIMS certification code (C214) associated with the district code.<br><br>**NOTE**: Codes entered in this field can be saved regardless of the school year when the certification was attempted. |
| **PEIMS Description** | The description for the selected **PEIMS Code** is displayed. |
| **IBC Exam Fee** | The description for the selected **PEIMS Code** is displayed. |
| **IBC Vendor** | The description for the selected **PEIMS Code** is displayed. |
| **IBC Vendor Description** | The description for the selected **PEIMS Code** is displayed. |

❑ Click **Save**.

❑ To update a description, type over the existing description and save.

**NOTE:** You can only update the description; you cannot update a code. To change a code, you must delete and re-enter the code and description.

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Delete a row.

1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).


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