

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. 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. **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	Enter the exam fee amount. This fee identifies the amount of money that was paid by the local education agency for a student's industry certification exam. **NOTE**: This field will be pre-populated if completed on the Credentials or Certification tab on Graduation Plan > Maintenance > District > Tables. TWEDS Data Element: IBC-EXAM-FEE-AMOUNT (E1654)
IBC Vendor	Use the drop-down menu to select the vendor. This field identifies the organization or company that offered the service. **NOTE**: This field will be pre-populated if completed on the Credentials or Certification tab on Graduation Plan > Maintenance > District > Tables. **NOTE**: Codes entered in this field can be saved regardless of the school year when the certification was attempted. TWEDS Data Element: IBC-VENDOR-CODE (E1655)
IBC Vendor Description	This field identifies the IBC Vendor and is automatically populated when the vendor code is selected from the **IBC Vendor** drop-down menu.

❑ 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.

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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