



## ASCENDER GUIDES



# Credentials or Certification



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# Credentials or Certification

**Graduation Plan > Maintenance > District > Tables > Credentials or Certification**

This tab allows you to maintain a district-level code table for credentials and certification criteria (e.g., welding or cosmetology). Each certification must be associated with a PEIMS certification code. These criteria populate the **Industry Credentials or Certification** fields on the [PGP](#) tab.

| Code | Description                      | Origin   | PEIMS Code | PEIMS Description                             | IBC Exam Fee | IBC Vendor | IBC Vendor Description                   |
|------|----------------------------------|----------|------------|---|--------------|------------|--|
| 01   | WELDING                          | National | 100        | API 1104 Welding                              | 50.00        | 200        | American Welding Society                 |
| 02   | ELECTRICAL                       | National | 210        | ASE Mech Elec Components                      | 35.00        | 650        | Other                                    |
| 03   | INDUSTRIAL CERT                  | National | 520        | Electrical Apprenticeship Certificate Level 1 | 150.00       | 300        | Independent Electrical Contractors Texas |
| 04   | MICROSOFT WORD 2013              | National | 570        | Microsoft Office Export - Word                | 100.00       | 650        | Other                                    |
| 05   | MICROSOFT EXCEL 2013             | National | 560        | Microsoft Office Export - Excel               | 100.00       | 650        | Other                                    |
| 06   | MICROSOFT OFFICE SPECIALIST 2016 | National | 580        | Microsoft Office Specialist (MOS) Master-2016 | 250.00       | 650        | Other                                    |

## Update data:

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.

|                          |   |
|--------------------------|---|
| <b>Code</b>              | Type a unique two-digit code.   |
| <b>Description</b>       | Type a description for the code, up to 35 characters.   |
| <b>Origin</b>            | 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 <a href="#">Maintenance &gt; Student &gt; Individual Maintenance &gt; PGP</a> and <a href="#">Performance Acknowledgment</a> tabs, and prints on the Student Personal Graduation Plan ( <a href="#">SGP1000</a> ) and AAR Multi-Year ( <a href="#">SGR2047</a> ) reports. |
| <b>PEIMS Code</b>        | Click  to select the <a href="#">PEIMS certification code</a> (C214) associated with the district code.<br><br><b>NOTE:</b> Codes entered in this field can be saved regardless of the school year when the certification was attempted.  |
| <b>PEIMS Description</b> | The description for the selected <b>PEIMS Code</b> is displayed.  |

|                               |  |
|-------------------------------|--|
| <b>IBC Exam Fee</b>           | 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.<br><b>NOTE:</b> This field will be pre-populated if completed on the Credentials or Certification tab on Graduation Plan > Maintenance > District > Tables.<br>TWEDS Data Element: IBC-EXAM-FEE-AMOUNT (E1654)   |
| <b>IBC Vendor</b>             | Use the drop-down menu to select the vendor. This field identifies the organization or company that offered the service.<br><b>NOTE:</b> This field will be pre-populated if completed on the Credentials or Certification tab on Graduation Plan > Maintenance > District > Tables.<br><br><b>NOTE:</b> Codes entered in this field can be saved regardless of the school year when the certification was attempted.<br>TWEDS Data Element: IBC-VENDOR-CODE (E1655) |
| <b>IBC Vendor Description</b> | This field identifies the IBC Vendor and is automatically populated when the vendor code is selected from the <b>IBC Vendor</b> 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.

### Other functions and features:

|  |
|--|
|  <a href="#">Delete a row.</a>  |
| 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 <b>Save</b> . You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b> .   |

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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