



## Credentials or Certification



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# Credentials or Certification

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

This tab allows you to set up a district-level table of credentials and certification criteria (e.g., welding or cosmetology).

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.

Field	Description
<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.  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 (SGP1000) and AAR Multi-Year (SGR2047) reports.
<b>PEIMS Code</b>	Click  to select the <a href="#">PEIMS certification code</a> (C214) associated with the district code.  <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.

Click **Save**. To update a description, type over the existing description and save.

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:

	<p><b>Delete a row.</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
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