



## Credentials or Certification



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## **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.

### **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>Field</b>	<b>Description</b>
<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:**



**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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