



# credentials



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# Credentials - HRS3000

## Human Resources > Maintenance > Staff Demo > Credentials





This tab contains the following employee information categories: education, certification, special credentials, permit, and permit area. The categories contain specifics about where the degree was received, as well as specifics about the certificates and special permits obtained by the employee.

### Add credential data:

<b>Retrieve an existing record.</b>	<a href="#">Search for a record.</a> Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> .
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Click **+Add** to add a row in any of the below sections.


#### Under **Education**:

Field	Description
<b>College</b>	Click  to select the college that the employee attended.
<b>Year</b>	Type the year the employee received the degree in the YYYY format.
<b>Major</b>	Click  to select the college major for the employee.
<b>Minor</b>	Click  to select the college minor for the employee.
<b>Degree</b>	Click  to select the degree the employee received from the learning institution.

Click **Refresh College** to update the education grid if any education information is changed or if a new row is added.

#### Under **Certification**:

<b>Certification Type</b>	Click  to select the one-character code that describes the type of certificate held by the employee.  The Certification Type values are maintained on the Personnel > Tables > Credential > Certification Type tab.
<b>Date</b>	Type the date when the employee received the certificate in the MM-DD-YYYY format.
<b>Specialty Area</b>	Click  to select the general area or level covered by the certificate.  The Specialty Area values are maintained on the Personnel > Tables > Credential > Specialty Area tab.

<b>Teaching Specialization</b>	<p><a href="#">PEIMS Reporting Element (if associated with a PEIMS PK Teacher Requirement)</a></p> <p>Click  to select the teaching specialty covered by the certificate.</p> <p>The Teaching Specialization values are maintained on the Personnel &gt; Tables &gt; Credential &gt; Teaching Specialization tab.</p>
<b>Date Expire</b>	Type the date on which the certificate expires in the MM-DD-YYYY format.
<b>ExCET Yr</b>	Type the year when the employee most recently took the ExCET examination in the YYYY format.
<b>Yrs Taught</b>	Type the number of years that the employee has taught under the certificate indicated.
<b>Sem Hrs</b>	Type the number of college credit hours the employee has earned in the subject area covered by the certificate.

Under **Special Credentials**:


<b>Description</b>	Type the name of the special credentials that the employee holds. The field can be a maximum of 20 characters.
<b>Year</b>	Type the year that the employee received the special credentials in the YYYY format.
<b>Classroom Hrs</b>	Type the number of classroom hours the employee has accrued in the specialty area.

Under **Permit**:

Under **Permit Area**:

Click **Save**.

**Other functions and features:**

 <a href="#">Delete a row.</a>	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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