


# Credentials - HRS3000

# Table of Contents

**Credentials - HRS3000** ..... 1

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Personnel > Maintenance > Staff Demo > Credentials

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

This data is retrieved from the Personnel > Tables > Credential tabs.

The **Teaching Specialization** field is a PEIMS Reporting Element if it is associated with a PEIMS PK Teacher Requirement. Per TEA, if an LEA offers a four-year-old prekindergarten program, the program is considered a high-quality prekindergarten program. For additional information about the High-Quality Prekindergarten Program, review TEA website: https://tea.texas.gov/Academics/Early_Childhood_Education/High-Quality_Prekindergarten_Program/.

## Add credential data:

| | |
|---|---|
| **Retrieve an existing record.** | Search for a record.<br>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 **Retrieve**. Or, click **Directory** to perform a search in the Employees directory. |

Click **+Add** to add a row in any of the below sections.

Under **Education**:

| Field | Description |
|---|---|
| **College** | Click ⋮ to select the college that the employee attended. |
| **Year** | Type the year the employee received the degree in the YYYY format. |
| **Major** | Click ⋮ to select the college major for the employee. |
| **Minor** | Click ⋮ to select the college minor for the employee. |
| **Degree** | 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**:

| | |
|---|---|
| **Certification Type** | Click ⋮ to select the one-character code that describes the type of certificate held by the employee.<br><br>The Certification Type values are maintained on the Personnel > Tables > Credential > Certification Type tab. |

| | |
|---|---|
| **Date** | Type the date when the employee received the certificate in the MM-DD-YYYY format. |
| **Specialty Area** | Click ⋮ to select the general area or level covered by the certificate.<br><br>The Specialty Area values are maintained on the Personnel > Tables > Credential > Specialty Area tab. |
| **Teaching Specialization** | PEIMS Reporting Element (if associated with a PEIMS PK Teacher Requirement))<br><br>Click ⋮ to select the teaching specialty covered by the certificate.<br><br>The Teaching Specialization values are maintained on the Personnel > Tables > Credential > Teaching Specialization tab. |
| **Date Expire** | Type the date on which the certificate expires in the MM-DD-YYYY format. |
| **ExCET Yr** | Type the year when the employee most recently took the ExCET examination in the YYYY format. |
| **Yrs Taught** | Type the number of years that the employee has taught under the certificate indicated. |
| **Sem Hrs** | Type the number of college credit hours the employee has earned in the subject area covered by the certificate. |

Under **Special Credentials**:

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

Under **Permit**:

| | |
|---|---|
| **Permit Type** | Click ⌄ to select the type of permit that the employee holds. |
| **Date** | Type the month and year the employee received the permit in the MMYYYY format. |
| **Issue Status** | Click ⌄ to select the circumstances under which the permit was issued. |
| **Ren #** | Type the number of times TEA has renewed the permit. The field can contain a single digit. If the permit has not been renewed, leave the field blank. |
| **Renew Date** | Type the month and year the permit was renewed in the MMYYYY format. |
| **Renew Status** | Click ⌄ to select the circumstances under which the permit was renewed. |

Under **Permit Area**:

| | |
|---|---|
| **Role ID** | Click ⋮ to select the three-digit code that identifies the capacity in which a person serves under the permit indicated. This field is required for all permits. |
| **Population** | Click ⌄ to select the type of permit that the employee holds. |
| **Grade Range** | Click ⋮ to select the two-digit code that indicates the span of grade levels for which the permit was issued. This is required only for teaching permits. |
| **Subject Area** | Click ⋮ to select the two-digit code that indicates the broad subject area that an instructor is allowed to teach. This is required only for teaching permits. |

| | |
|---|---|
| **Hrs** | Type the number of college credit hours the staff member has earned in the specified subject area. |

❑ Click **Refresh Role ID** to update the permit area grid if any information is changed or if a new row is added.

Click **Save**.

## Other functions and features:

| | |
|---|---|
|  | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |
| **Documents** | View or attach supporting documentation. |


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# Back Cover