

Credentials - HRS3000

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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	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. **Note**: The employee autosuggest field includes employees whose records were created in Personnel but do not have a Pay Info or Job Info record. If the employee number does not exist in the system, a message is displayed prompting you to create a new employee. Click **Yes**.

❑ Click **+Add** to add a row.

❑ 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. 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. 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)) Click ⋮ to select the teaching specialty covered by the certificate. 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** to save the changes.

Other functions and features:

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


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