



## Credentials or Certification



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# Credentials or Certification

## 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. These criteria populate the **Industry Credentials or Certification** fields on the [PGP](#) tab.

Delete	Code	Description	Origin	PEIMS Code	PEIMS Description	IBC Exam Fee	IBC Vendor	IBC Vendor Description
	01	WELDING	National	100	API 1104 Welding	50.00	200	American Welding Society
	02	ELECTRICAL	National	210	ASE Mech Elec Components	35.00	650	Other
	03	INDUSTRIAL CERT	National	520	Electrical Apprenticeship Certificate Level 1	150.00	300	Independent Electrical Contractors Texas
	04	MICROSOFT WORD 2013	National	570	Microsoft Office Expert - Word	100.00	650	Other
	05	MICROSOFT EXCEL 2013	National	560	Microsoft Office Expert - Excel	100.00	650	Other
	06	MICROSOFT OFFICE SPECIALIST 2016	National	580	Microsoft Office Specialist (MOS) Master-2016	250.00	650	Other

## 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>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 ( <a href="#">SGP1000</a> ) and AAR Multi-Year ( <a href="#">SGR2047</a> ) 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.

<b>IBC Exam Fee</b>	Enter the exam fee amount. This fee identifies the amount of money that was paid by the local education agency for a student's industry certification exam. <b>NOTE:</b> This field will be pre-populated if completed on the Credentials or Certification tab on Graduation Plan > Maintenance > District > Tables. TWEDS Data Element: IBC-EXAM-FEE-AMOUNT (E1654)
<b>IBC Vendor</b>	Use the drop-down menu to select the vendor. This field identifies the organization or company that offered the service. <b>NOTE:</b> This field will be pre-populated if completed on the Credentials or Certification tab on Graduation Plan > Maintenance > District > Tables.  <b>NOTE:</b> Codes entered in this field can be saved regardless of the school year when the certification was attempted. TWEDS Data Element: IBC-VENDOR-CODE (E1655)
<b>IBC Vendor Description</b>	This field identifies the IBC Vendor and is automatically populated when the vendor code is selected from the <b>IBC Vendor</b> drop-down menu.

☐ Click **Save**.


☐ To update a description, type over the existing description and save.

**NOTE:** 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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