Credentials in PeopleSoft

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Charting the Course in a Brave New World

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Credential Documents Screen

This page allows you to search for credential holders and view the credential information. You can search by National ID, Employee ID, Name, or State Educator Identification (SEID).

**Important Note:** If a person does not have a credential document stored in the database, they will not be listed in the search results even if they are a current employee.

- National ID (Social Security Number)
- Employee ID
- Name (Last Name first)
- State Educator Identification (SEID)
Credential Documents - Job Data

- View all active and inactive jobs (restricted by district) – Click Job Data for more details
  - Job Codes beginning with 1 are certificated and require a credential
- Credential Holds – If checked, employee has a credential hold – it will affect all positions in district
This document was uploaded into PeopleSoft from CTC. The Educator does not have an EMPL ID# or Date of Birth entry or Job Data as he has not been added by a district.
Credential Documents - Credential Data

All Credential data in PeopleSoft is extracted from CTC
A Temporary County Certificate (TCC) in PeopleSoft is input by SDCOE Credentials Staff.
Division of Professional Practices (DPP)

Adverse and Commission Actions

The Division of Professional Practices (DPP) investigates allegations of misconduct by credential holders and applicants. This division supports the Committee of Credentials (COC), which reviews allegations and may recommend to the Commission adverse action against a credential or application.

• Delayed
• Denied
• False
• Grant
• P-Reproval
• Petition
• Reinstatement

• Rejected
• Revoked
• S-Revoked
• Suspended
• Term – P
• Term – S
• Voided
Adverse and Commission Actions

If the employee has an Adverse Action, it will show here. It is attached to the credential it affects.

And they would have a hold if the action warranted it.
State Educator Identification (SEID)

Educator Credentialing System (ECS) provides authorized users access to various tools, like the SEID lookup.

- Look up SEID # using Educators Social Security Number and Date Of Birth or Name
- Please email SEID@ctc.ca.gov if you would like to request access to system or have any questions.
State Educator Identification (SEID) Lookup

## SEID Lookup

Use the Search form below to lookup SEID numbers for educators.

- Enter multiple values for Social Security Number and Document Numbers by separating each value by semicolon (;

Social Security Number

Document Number

First Name

Last Name

[Lookup] [Reset]

Please enter at least one search criteria and select ‘Lookup’.
Change Credential State Educator Identification (SEID)
Credential Expiration Email Notification

- 90/60/30 Days Prior to Expiration Date – Employee Notified via email
- Email from PeopleSoft once a month until they renew
- 30 Days Prior to Expiration Date - “Reports To” Notified via email
- Notices will continue even when document is renewed
- When renewed on CTC website – not automatically updated in PeopleSoft

To update the Reports To:
Go to Position Data in PeopleSoft
District Credential Queries
# District Credential Queries

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M_CRED_ACTIVE_DIST</td>
<td>Active creds by date</td>
</tr>
<tr>
<td>M_CRED_ACTIVE_DIST_FTE</td>
<td>Active creds by date FTE only</td>
</tr>
<tr>
<td>M_CRED_CERT_DIST</td>
<td>ALL Employees without Creds</td>
</tr>
<tr>
<td>M_CRED_CERTIF_NEW_DIST</td>
<td>New Employees without Creds</td>
</tr>
<tr>
<td>M_CRED_DIST_FPM_REPORT</td>
<td>Active creds w EL Auth</td>
</tr>
<tr>
<td>M_CRED_EXPIRE</td>
<td>Expiring creds by date range</td>
</tr>
<tr>
<td>M_CRED_PAYRL_HOLD_DIST</td>
<td>Employee on Cred Hold after Payroll</td>
</tr>
<tr>
<td>M_HR_CRED_HOLD_BY_DIST</td>
<td>Credential Hold Information</td>
</tr>
</tbody>
</table>
District Credential Queries

- **M_CRED_CERT_DIST**
  - Enter 3 Digit Agency Number
  Report to view a certificated position with no credential on file

- **M_CRED_EXPIRE**
  - Enter From and To Dates
  - Enter 3 Digit Agency Number
  Report to view all expiring credentials based on date range

These Reports should be run each month to avoid Pay Holds
Assignment Monitoring Changes

• CalPADS –
  Census date (1st Wed of October)
  Work with CALPADS coordinator to be sure Course Codes are accurate

• CTC Website –
  All valid documents will be reviewed

• CalSAAS – Combining CalPADS and CTC data and generating “exceptions”
Assignment Monitoring Changes

• What can I do to prepare?

  • Make sure everyone has a SEID number in PeopleSoft
  
  • Run query to make sure that all staff have an appropriate valid credential including EL authorizations for their assignment (M_CRED_ACTIVE_DIST)
  
  • Request missing documents to be registered/downloaded
For Registration of Credentials from CTC to PeopleSoft

• Call 858-298-2194. Provide Educator’s Social Security Number (SS#) and Date of Birth (DOB). A credential technician will verify the validity of the CTC document and record it in the SDCOE PeopleSoft Payroll System.

• Send request via secure/encrypted email to SDCOE Credentials Office sdcred@sdcoe.net via with Educator’s information.
For Questions/Concerns about the PeopleSoft Credential Screens

• Call CRC Help Desk: 800-298-2203

• Have your PeopleSoft Contact Submit a Service Ticket: Service Portal - Service Portal (service-now.com)
Q & A