

TERMS

HUMAN RESOURCES CERTIFICATION UPDATE

All Data Element questions should be directed to the MIS User Support Help Desk at 377-0445.

All Certification questions should be directed to the HR department.

TO VIEW CERTIFICATION AND LICENSE INFORMATION:

- ___ 1 Type <507> at the Panel line
- ___ 2 Press <Enter>

The H507 – Certification/License screen will display.

Panel: _____	H507. Certification/License	Year: <u>2017</u>
SSN: <u>316999999</u>	DOE, JANE ANN	St: CE
Crt Number	Type	Lvl Issued Expires
T1 0000607981	RG Regular/Professional	01 07012005 06302010
1=Hlp	3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg	11=View 12=Esc

Please note: This screen is the summary of all certification and license types.

TO VIEW THE DETAILS OF A SPECIFIC CERTIFICATION OR LICENSE:

- ___ 2 Place the cursor on the line you wish to view by using the <↓> down arrow
- ___ 3 Press <F11> to view

The second page of the H507 – Certification/License will display.

Panel: _____	H507. Certification/License	Year: <u>2017</u>
SSN: 316999999	DOE, JANE ANN	St: CE
Crt: <u>T1</u>		
Summary:	Number	Type
	<u>0000607981</u>	<u>RG</u> Regular/Professional
		<u>01</u> Bachelor's
Misc:	X mmddccyy X mmddccyy XX XX	Issued Expires
		07012005 06302010
Detail:	A Subj/Endorsement	Issued Expires Typ F-G-T InF D R Yrs
	<u>E1016</u> ENGLISH TO SPE	_____ - _____ - _____ - _____
	<u>11015</u> ENGLISH	_____ - _____ - <u>06</u> <u>12</u> - _____
	_____	_____ - _____ - _____ - _____
	_____	_____ - _____ - _____ - _____
State Salary:		
1=Hlp	3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg	11=View 12=Esc

- ___ 4 Press <F11> to take you back to the summary.

TO ENTER THE DETAILS OF A SPECIFIC CERTIFICATION OR LICENSE FOR A NEW EMPLOYEE:

- ___ 1 Type <507> at the Panel line.
- ___ 2 Press <Enter>

The H507 – Certification/License screen will display.

Panel: _____		H507. Certification/License		Year: <u>2017</u>	
SSN: <u>011111111</u> DOE, JANE ANN				St: CE	
Crt	Number	Type	Lvl	Issued	Expires
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc					

Please note: This summary will display blank on all new employees until Certification has been entered.

- ___ 3 Press <F11>

The second page of the H507 – Certification/License will display.

Panel: _____		H507. Certification/License		Year: <u>2017</u>	
SSN: <u>011111111</u> DOE, JANE ANN				St: CE	
Crt: ___					
Summary:	Number	Type	Lvl		
Misc:	X	mmddccyy	X	mmddccyy	XX XX Issued Expires
- - - - -					
Detail:	A	Subj/Endorsement	Issued	Expires	Typ F-G-T InF D R Yrs
- - - - -					
- - - - -					
- - - - -					
- - - - -					
State Salary:					
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc					

- ___ 4 Type Crt (Certification Type)
- ___ 5 Press <Enter>

The message “Not on File. Type Data to Add.” Will display in the bottom left hand corner of the screen.

- ___ 6 Type Number (Certificate Number)
- ___ 7 Type Type (Certification Type)

Please note: This field is <F4> Prompt supported.

__ 8 Type Lvl (Level of Degree)

Please note: This field is <F4> Prompt supported.

__ 9 Press <Tab> to get to the Issued field

__ 10 Type Issued (Date Certificate was issued in MMDDCCYY Format)

__ 11 Type Expires (Date Certification Expires in MMDDCCYY Format)

__ 12 Type A (Action Code)

Valid Codes:

A = Add the Record

C = Change the Record

D = Delete the record

__ 13 Type Subj/Endorsement (Subject Code)

Please note: This field is <F4> Prompt supported.

__ 14 Type Typ (Special Subject Area Group)

Valid Codes:

A = Administrative Schedule

B = Administrative

C = Noncertified

E = Elected/Appointed Position

I = Instruct Staff Teaching In Fie

N = Personnel Category

O = Instrct Stf Appoint Out/Field.

__ 15 Type R (Renewal Status)

Valid Codes:

Y = Needs renewal this validity period

N = Does not need renewal this validity
period

E = Endorsement (Never needs renewal)

Blank = New Subject Area, Renewal
Status not needed.

__ 16 Press <Enter> once all entry is complete

__ 17 Press <F5> to Refresh if additional lines are needed

TO ENTER A NEW INSTRUCTOR PROFILE:

- ___ 1 Type <L301> at the Panel line
- ___ 2 Press <Enter>

The L301 – New Instructor Profile screen will display.

Panel: _____	L301. New Instructor Profile				Year: 2017
SSN: 316999999	DOE, JANE ANN				St: CE
Crt: T1					
Summary: Number	Type	Lvl Applied	Issued	Expired	
0000607981	RG Regular/Profess	06			
Process: Tran---	FPrt---	Rcv St	F.B.I.	Req/Iss Fs	Seniority Position
				09071999	
Areas: R Subj/Endorsement		P/F		S-Trans-Doe	
	FTCE-O	-	Area		
	GNL KNW	-	Area		
	PRF ED	-	Area		
	SUBJ1	-	Area		
	SUBJ2	-	Area		
	SUBJ3	-	Area		
Out-of-Field: St Area	PEC Completed-St	A-Hrs	Prof-Prep-Hrs	E R Agenda	
1=Hlp 2=Nte 3=Exit 4=Prpt 6=Nrcd 7=Bwd 8=Fwd 9=Npg 10=Del 11=View 12=Esc					

Please note: This screen was programmed locally to accommodate the CCPS Certification Department. It is used specifically to record data that gets transmitted to the state.

- ___ 3 Type SSN (Employee's Social Security Number)
- ___ 4 Press <Enter>

Please note: If Certificate information has been entered on the H507, then the first certification that the system finds will display in the data portion of the screen. If there is no information on the H507, then the screen will display blank.

- ___ 5 Press <Tab> to get to Applied.
- ___ 6 Type Applied (The date that the certificate was applied for in MMDDCCYY Format)
- ___ 7 Press <Tab>
- ___ 8 Type F.B.I. (The date that Fingerprints were processed by the FBI in MMDDCCYY Format.)
- ___ 9 Type Req/Iss (The date that the certificate along with fingerprint results were sent to the DOE in MMDDCCYY Format)
- ___ 10 Type Fs (Fast Track eligibility)

Valid codes:

F - Fast Track
P - Professional

T - Temporary
Blank - Does not apply

- ___ 11 Type Position (This is a free text field for the Certification Specialist to use for miscellaneous information. ie: Position Assigned, Location, and Date begin).
- ___ 12 Complete entry of subject areas, pass/fail, transcript status, transcript codes, or misc. information as needed for this certification.
- ___ 13 Type any Out-of-field information
- ___ 14 Type Professional Prep Requirements
- ___ 15 Type Status of Letter of Eligibility
- ___ 16 Type Agenda (the date that the letter goes in front of the board in MMDDCCYY Format.)
- ___ 17 Press <Enter>