Staff Credentials Import (Maine)
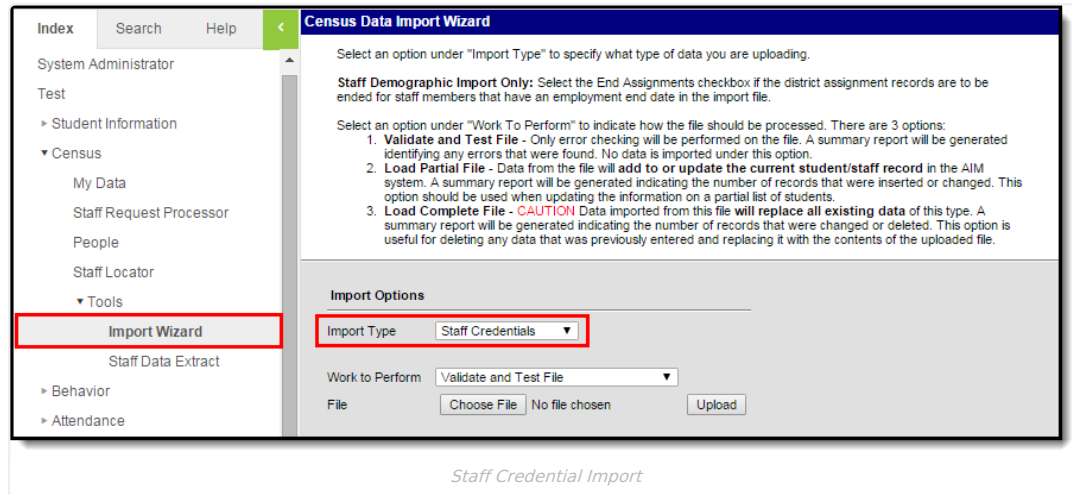
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Logic and Validations | Import Layout

Tool Search: Staff Credentials

The Staff Assignment Import includes people who have a District Assignment records within the effective year and effective data who have a State Title selected on their District Assignment record.

Staff Credential Import

Logic and Validations

The following describes the logic and validations used in the Staff Credentials Import.

- Each line represents a staff person's educations degree or highly qualified status. A staff person may have more than one record.
- Any employment credential record that has an employment credential type of **HQ** or **ED** will be imported for those staff members who have a Staff State ID and an active district employment record.
- A match is done using the SAUID and the StaffStateID.

Import Layout

The following table lists the data elements included in the layout.

See the Credentials page for more information.

Data Element	Description	Format, Type and Length	Campus Database	Campus Interfa
SAUID	The district's state-assigned identification number. The following situations will cause an error to occur upon importing: • If field is not populated • If entry is not a valid SAUID	Numeric, 4 digits	district.districtID	System Administration Resources > D Information > ! District Numbe
Staff State ID	Staff person's state-issued identification number. The following situations will cause an error to occur upon importing: • If field is not populated • If entry is not a valid Staff State ID	Numeric, 6 digits	person.stateStaffID	Census > Peop Demographics Person Identifie State Staff ID

Data Element	Description	Format, Type and Length	Campus Database	Campus Interfa
Credential Type	Indicates the type of credential the staff person has. The following situations will cause an error to occur upon importing: • If field is not populated • If entry is not a valid Credential Type	Alpahnumeric, 2 characters	employmentCredential. employmentCredential Type	Census > Peop Credentials >
Start Date	Staff person's start date of the credential The following situations will cause an error to occur upon importing: • If field is not populated • If entry is not in the correct format	Date field, 10 characters YYYY-MM-DD	employmentCredential. startDate	Census > Peop Credential > St Date
End Date	Staff person's end date of the credential The following situations will cause an error to occur upon importing: • If entry is not in the correct format	Date field, 10 characters YYYY-MM-DD	employmentCredential. endDate	Census > Peop Credential > E
Subject Area	Content teaching assignment used for HQ Status determination. Appears on the Highly Qualified Credential editor. This is a required entry if the Credential type is HQ or ED. An error will occur if the entry is not a valid Subject Area. Valid entries are as follows: • ELEM • SPED • ENG • SOC • SCI • MAT • ART • LNG • SPD • ESL • NA If value is ELEM, SPED or NA, data will be saved in Employment Credential.subject; if value is another option listed above, the data will be saved in EmploymentCredential.subect and EmploymentCredential.coreSubjectType.	Alphanumeric, 4 characters	employmentCredential. subjectType employmentCredental. coreSubject	Census > Peop Credential > H Qualified > Sul Area

Data Element	Description	Format, Type and Length	Campus Database	Campus Interfa

HQT Method	Indicates the method used to determine the HQ status. Appears on the Highly Qualified Credential editor.
	Valid values are:
	• 01
	• 02
	• 03
	• 04
	• 05
	• 06
	The following situations will cause an error to occur upon importing:
	  ○ If Credential Type is HQ and HQTMethod is NULL
	  ○ If Credential Type is not HQ and HQTMethod IS NOT NULL
	  ○ If entry is not a valid HQTMethod
		Alphanumeric, 2 characters	employmentCredential. subjectCompetency	Census > Peop Credential > H Qualified > HQ Demonstration Method

Housse Date	Data the High Objective Uniform State Stand of Evaluation rubric was completed. Appears on the Highly Qualified Credential editor. The following situations will cause an error to occur upon importing: • If HQTMEthod is 06 and HousseDate is NULL • If HQTMethod is not 06 and HousseDate is not NULL • If entry is not in the valid date format	Date field, 10 characters YYYY-MM-DD	employmentCredential. housseDate	Census > Peop Credential > H Qualified > HO Completion Da
Full Certification	Indicates the staff person is fully certified. Appears on the Licensure Credential editor. This field is required if the Credential Type is LC.	Alphanumeric, 1 character Y or N	employmentCredential. fullCertification	Census > Peop Credential > Licensure/Certi > Full Certficat
LEP Credential	Indicates the staff person has a Limited English Proficiency credential. Appears on the Licensure Credential editor. Valid options are: • ESL • SPKOT • ENGLL • BILI • CERT • BOTH • ENDS	Alphanumeric, 5 digits	employmentCredential. lepCredential	Census > Peop Credential > Licensure/Certi > Hours per Da
Related Services Credential	Indicates the staff person has a special education related services credential. Appears on the Licensure Credential editor. Valid options are: • AUDIO • SPECHPATH • INTERPRET • PSYCH • OCCTHERAP • PHYSTHERAP • PEANDREC • SOCIALWORK • MEDNURSE • COUNSELOR • ORIENTMOBIL	Alphanumeric, 11 characters	employmentCredential. spedRelatedService	Census > Peop Credential > Licensure/Certi > SPED Relate Services Crede

Data Element	Description	Format, Type and Length	Campus Database	Campus Interfa
License Number	Lists the license number assigned to the staff person. Appears on the Licensure Credential editor.	Alphanumeric, 30 characters	employmentCredential. licenseNumber	Census > Peop Credential > Licensure/Certi > License Num
License Type	Indicates the type of certification received. Appears on the Licensure Credential editor. Valid options are: - REG: Regular/Full - TMP: Temporary - EMG: Emergency - PRO: Provisional	Alphanumeric, 3 characters	employmentCredential. licenseType	Census > Peop Credential > Licensure/Certi > License Type
Education Level	Level of education the staff person has completed. Appears on the Education Credential editor. Valid options are: - Q - A - B - C - D - E - F - G - H - J - R - K - L - S - M - N - P The following situations will cause an error to occur upon importing: - If Credential Type is ED and Degree Type is NULL - If Credential Type is not ED and Degree Type is not NULL - If entry is not a valid Education Level	Alphanumeric, 3 digits	employmentCredential. degreeType	Census > Peop Credential > Education Leve
Institution Type	Indicates the type of institution from where the staff person was education. Appears on the Education Credential editor. Valid options are: - CO - PR - PU - UN The following situations will cause an error to occur upon importing: - If Credential Type is ED and Institution Type is NULL - If Credential Type is not ED and Institution Type is not NULL - If entry is not a valid Institution Type \\\\\\\\	Alphanumeric, 2 digits	employmentCredential. InstitutionType	Census > Peop Credential > Ty Institution

Data Element	Description	Format, Type and Length	Campus Database	Campus Interfa

Degree School	Indicates the campus where the staff person's first bachelor's degree was earned. Appears on the Education Credential editor. Valid options are:
	• 01
	• 02
	• 03
	• 04
	• 05
	• 06
	• 07
	• 08
	• 09
	• 31
	• 32
	• 33
	• 34
	• 35
	• 36
	• 37
	• 77
	• 88
	The following situations will cause an error to occur upon importing:
	  ◦ If Credential Type is ED and Degree School is NULL
	  ◦ If Credential Type is not ED and Degree School is not NULL
	  ◦ If entry is not a valid Degree School \\\\\\\\
		Alphanumeric, 2 digits	employmentCredential. campusCode	Census > Peop Credential > C Code

State	Indicates the state in which the credential was received. See the Maine Department of Education site for a list of valid entries.	Alphanumeric, 2 characters	employmentCredential. state	Census > Peop Credentials > S