

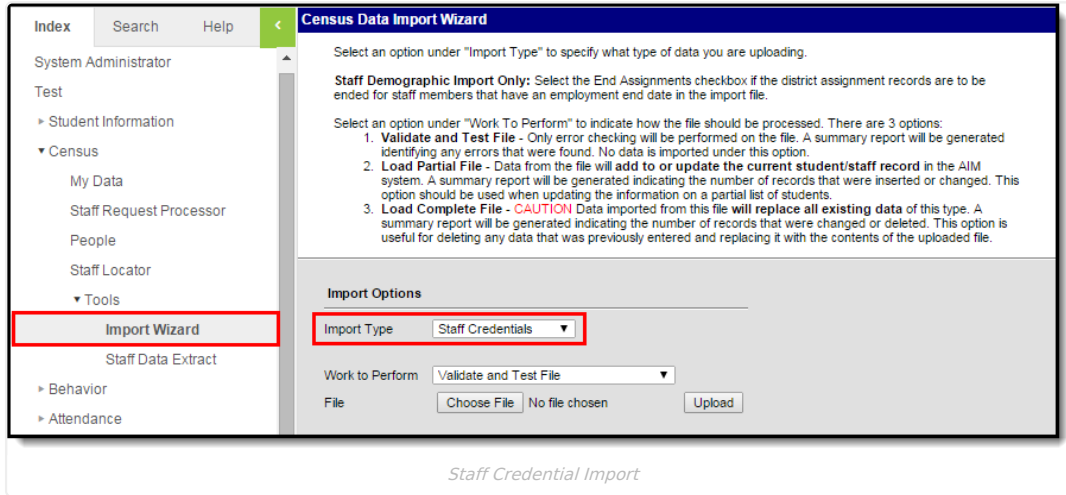
# Staff Credentials Import (Maine)

Last Modified on 01/02/2025 11:07 am CST

[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.



## Logic and Validations

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

- Each line represents a staff person's education 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 Interface
<b>SAUID</b>	The district's state-assigned identification number. The following situations will cause an error to occur upon importing: <ul style="list-style-type: none"> <li>• If field is not populated</li> <li>• If entry is not a valid SAUID</li> </ul>	Numeric, 4 digits	district.districtID	System Administration Resources > District Information > District Number
<b>Staff State ID</b>	Staff person's state-issued identification number. The following situations will cause an error to occur upon importing: <ul style="list-style-type: none"> <li>• If field is not populated</li> <li>• If entry is not a valid Staff State ID</li> </ul>	Numeric, 6 digits	person.stateStaffID	Census > People Demographics Person Identification > State Staff ID

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
<b>Credential Type</b>	<p>Indicates the type of credential the staff person has.</p> <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> <li>• If field is not populated</li> <li>• If entry is not a valid Credential Type</li> </ul>	Alphanumeric, 2 characters	employmentCredential. employmentCredentialType	Census > People Credential > Type
<b>Start Date</b>	<p>Staff person's start date of the credential</p> <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> <li>• If field is not populated</li> <li>• If entry is not in the correct format</li> </ul>	Date field, 10 characters YYYY-MM-DD	employmentCredential. startDate	Census > People Credential > Start Date
<b>End Date</b>	<p>Staff person's end date of the credential</p> <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> <li>• If entry is not in the correct format</li> </ul>	Date field, 10 characters YYYY-MM-DD	employmentCredential. endDate	Census > People Credential > End Date
<b>Subject Area</b>	<p>Content teaching assignment used for HQ Status determination. Appears on the Highly Qualified Credential editor.</p> <p>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.</p> <p>Valid entries are as follows:</p> <ul style="list-style-type: none"> <li>• ELEM</li> <li>• SPED</li> <li>• ENG</li> <li>• SOC</li> <li>• SCI</li> <li>• MAT</li> <li>• ART</li> <li>• LNG</li> <li>• SPD</li> <li>• ESL</li> <li>• NA</li> </ul> <p>If value is ELEM, SPED or NA, data will be saved in EmploymentCredential.subject; if value is another option listed above, the data will be saved in EmploymentCredential.subject and EmploymentCredential.coreSubjectType.</p>	Alphanumeric, 4 characters	employmentCredential. subjectType employmentCredential. coreSubject	Census > People Credential > Highly Qualified > Subject Area

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
<b>HQT Method</b>	<p>Indicates the method used to determine the HQ status. Appears on the Highly Qualified Credential editor.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>• 01</li> <li>• 02</li> <li>• 03</li> <li>• 04</li> <li>• 05</li> <li>• 06</li> </ul> <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> <li>◦ If Credential Type is HQ and HQTMethod is NULL</li> <li>◦ If Credential Type is not HQ and HQTMethod IS NOT NULL</li> <li>◦ If entry is not a valid HQTMethod</li> </ul>	Alphanumeric, 2 characters	employmentCredential.subjectCompetency	Census > People Credential > Highly Qualified > HQ Demonstration Method
<b>Housse Date</b>	<p>Data the High Objective Uniform State Standard of Evaluation rubric was completed. Appears on the Highly Qualified Credential editor.</p> <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> <li>• If HQTMethod is 06 and HousseDate is NULL</li> <li>• If HQTMethod is not 06 and HousseDate is not NULL</li> <li>• If entry is not in the valid date format</li> </ul>	Date field, 10 characters YYYY-MM-DD	employmentCredential.housseDate	Census > People Credential > Highly Qualified > HO Completion Date
<b>Full Certification</b>	<p>Indicates the staff person is fully certified. Appears on the Licensure Credential editor. This field is required if the Credential Type is LC.</p>	Alphanumeric, 1 character Y or N	employmentCredential.fullCertification	Census > People Credential > Licensure/Certification > Full Certification
<b>LEP Credential</b>	<p>Indicates the staff person has a Limited English Proficiency credential. Appears on the Licensure Credential editor.</p> <p>Valid options are:</p> <ul style="list-style-type: none"> <li>• ESL</li> <li>• SPKOT</li> <li>• ENGLL</li> <li>• BILI</li> <li>• CERT</li> <li>• BOTH</li> <li>• ENDS</li> </ul>	Alphanumeric, 5 digits	employmentCredential.lepCredential	Census > People Credential > Licensure/Certification > Hours per Day
<b>Related Services Credential</b>	<p>Indicates the staff person has a special education related services credential. Appears on the Licensure Credential editor.</p> <p>Valid options are:</p> <ul style="list-style-type: none"> <li>• AUDIO</li> <li>• SPECPATH</li> <li>• INTERPRET</li> <li>• PSYCH</li> <li>• OCCTHERAP</li> <li>• PHYSTHERAP</li> <li>• PEANDREC</li> <li>• SOCIALWORK</li> <li>• MEDNURSE</li> <li>• COUNSELOR</li> <li>• ORIENTMOBIL</li> </ul>	Alphanumeric, 11 characters	employmentCredential.spedRelatedService	Census > People Credential > Licensure/Certification > SPED Related Services Credential

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
<b>License Number</b>	Lists the license number assigned to the staff person. Appears on the Licensure Credential editor.	Alphanumeric, 30 characters	employmentCredential. licenseNumber	Census > People Credential > Licensure/Credential > License Number
<b>License Type</b>	Indicates the type of certification received. Appears on the Licensure Credential editor. Valid options are: <ul style="list-style-type: none"> <li>• REG: Regular/Full</li> <li>• TMP: Temporary</li> <li>• EMG: Emergency</li> <li>• PRO: Provisional</li> </ul>	Alphanumeric, 3 characters	employmentCredential. licenseType	Census > People Credential > Licensure/Credential > License Type
<b>Education Level</b>	Level of education the staff person has completed. Appears on the Education Credential editor. Valid options are: <ul style="list-style-type: none"> <li>• Q</li> <li>• A</li> <li>• B</li> <li>• C</li> <li>• D</li> <li>• E</li> <li>• F</li> <li>• G</li> <li>• H</li> <li>• J</li> <li>• R</li> <li>• K</li> <li>• L</li> <li>• S</li> <li>• M</li> <li>• N</li> <li>• P</li> </ul> <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> <li>◦ If Credential Type is ED and Degree Type is NULL</li> <li>◦ If Credential Type is not ED and Degree Type is not NULL</li> <li>◦ If entry is not a valid Education Level</li> </ul>	Alphanumeric, 3 digits	employmentCredential. degreeType	Census > People Credential > Education Level
<b>Institution Type</b>	Indicates the type of institution from where the staff person was educated. Appears on the Education Credential editor. Valid options are: <ul style="list-style-type: none"> <li>• CO</li> <li>• PR</li> <li>• PU</li> <li>• UN</li> </ul> <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> <li>◦ If Credential Type is ED and Institution Type is NULL</li> <li>◦ If Credential Type is not ED and Institution Type is not NULL</li> <li>◦ If entry is not a valid Institution Type \\\\\\</li> </ul>	Alphanumeric, 2 digits	employmentCredential. InstitutionType	Census > People Credential > Type Institution

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
<b>Degree School</b>	<p>Indicates the campus where the staff person's first bachelor's degree was earned. Appears on the Education Credential editor.</p> <p>Valid options are:</p> <ul style="list-style-type: none"> <li>• 01</li> <li>• 02</li> <li>• 03</li> <li>• 04</li> <li>• 05</li> <li>• 06</li> <li>• 07</li> <li>• 08</li> <li>• 09</li> <li>• 31</li> <li>• 32</li> <li>• 33</li> <li>• 34</li> <li>• 35</li> <li>• 36</li> <li>• 37</li> <li>• 77</li> <li>• 88</li> </ul> <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> <li>◦ If Credential Type is ED and Degree School is NULL</li> <li>◦ If Credential Type is not ED and Degree School is not NULL</li> <li>◦ If entry is not a valid Degree School</li> </ul>	Alphanumeric, 2 digits	employmentCredential.campusCode	Census > People > Credentials > C Code
<b>State</b>	<p>Indicates the state in which the credential was received. See the Maine Department of Education site for a list of valid entries.</p>	Alphanumeric, 2 characters	employmentCredential.state	Census > People > Credentials > S