

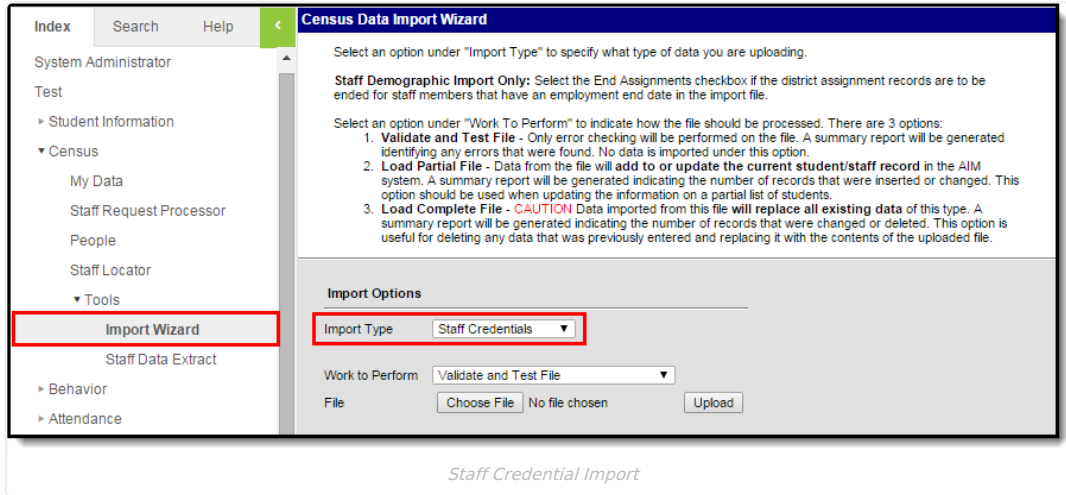
Staff Credentials Import (Maine)

Last Modified on 03/11/2024 8:44 am CDT

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

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
Credential Type	<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"> • If field is not populated • If entry is not a valid Credential Type 	Alphanumeric, 2 characters	employmentCredential. employmentCredentialType	Census > People Credential > Type
Start Date	<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"> • If field is not populated • If entry is not in the correct format 	Date field, 10 characters YYYY-MM-DD	employmentCredential. startDate	Census > People Credential > Start Date
End Date	<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"> • If entry is not in the correct format 	Date field, 10 characters YYYY-MM-DD	employmentCredential. endDate	Census > People Credential > End Date
Subject Area	<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"> • ELEM • SPED • ENG • SOC • SCI • MAT • ART • LNG • SPD • ESL • NA <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
HQT Method	<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"> • 01 • 02 • 03 • 04 • 05 • 06 <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> ◦ 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 > People Credential > Highly Qualified > HQ Demonstration Method
Housse Date	<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"> • 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 > People Credential > Highly Qualified > HO Completion Date
Full Certification	<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
LEP Credential	<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"> • ESL • SPKOT • ENGLL • BILI • CERT • BOTH • ENDS 	Alphanumeric, 5 digits	employmentCredential.lepCredential	Census > People Credential > Licensure/Certification > Hours per Day
Related Services Credential	<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"> • AUDIO • SPECPATH • INTERPRET • PSYCH • OCCTHERAP • PHYSTHERAP • PEANDREC • SOCIALWORK • MEDNURSE • COUNSELOR • ORIENTMOBIL 	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
License Number	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
License Type	Indicates the type of certification received. Appears on the Licensure Credential editor. Valid options are: <ul style="list-style-type: none"> • REG: Regular/Full • TMP: Temporary • EMG: Emergency • PRO: Provisional 	Alphanumeric, 3 characters	employmentCredential.licenseType	Census > People Credential > Licensure/Credential > License Type
Education Level	Level of education the staff person has completed. Appears on the Education Credential editor. Valid options are: <ul style="list-style-type: none"> • Q • A • B • C • D • E • F • G • H • J • R • K • L • S • M • N • P <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> ◦ 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 > People Credential > Education Level
Institution Type	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"> • CO • PR • PU • UN <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> ◦ 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 > People Credential > Type Institution

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
Degree School	<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"> • 01 • 02 • 03 • 04 • 05 • 06 • 07 • 08 • 09 • 31 • 32 • 33 • 34 • 35 • 36 • 37 • 77 • 88 <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> ◦ 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 > People > Credentials > C Code
State	<p>Indicates the state in which the credential was received.</p> <p>See the State and Province Codes on the Maine Department of Education site for a list of valid entries.</p>	Alphanumeric, 2 characters	employmentCredential.state	Census > People > Credentials > S