

# South Dakota Staff Credentials Import

Last Modified on 12/14/2025 8:45 pm CST

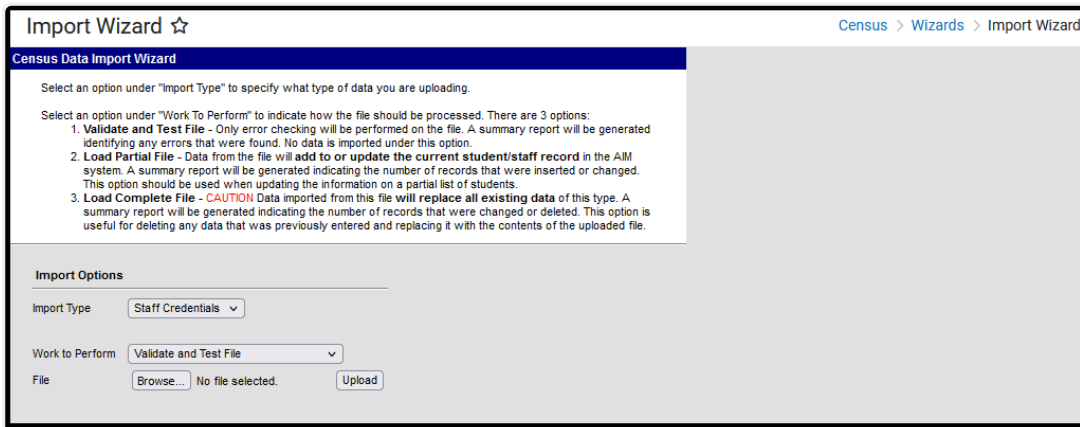
[Logic and Validations](#) | [Import Layout](#)

Tool Search: Import Wizard

This information is current as of the Campus.2427 (July 2024) release.

This information is specific to South Dakota state-level users.

The Staff Credential Import includes the qualifying credentials earned by a staff member. Files created by the [Credentials Extract \(South Dakota\)](#) can be used for this import.



**Import Wizard** ☆ Census > Wizards > Import Wizard

**Census Data Import Wizard**

Select an option under "Import Type" to specify what type of data you are uploading.

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

- 1. Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
- 2. Load Partial File** - Data from the file will **add to or update the current student/staff record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.
- 3. Load Complete File** - **CAUTION** Data imported from this file will **replace all existing data** of this type. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.

**Import Options**

Import Type: Staff Credentials

Work to Perform: Validate and Test File

File: Browse... No file selected. Upload

*Import Wizard for Staff Credentials*

## Logic and Validations

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

- Each line should represent a staff member's education degree or highly qualified status. A staff person with more than one credential record will have a line for each.
- Any employment credential record with an employment credential type of HQ or ED will be imported for staff members who have a Staff State ID and an active district employment record.
- Staff matching logic verifies using the SAUID and the StaffStateID.

	A	B	C	D	E	F	G	H	I	J	K
1	SAUID	StaffStateID	CredentialTy	StartDate	EndDate	SubjectArea	HQTMetho	HousseDate	FullCertification	LepCredential	RelatedSvcCre
2	1200	111111	HQ	9/9/2009		ELEM	ACC		N		
3	1200	111111	HQ	12/13/2009		ELEM	AMAJ		N		
4	1200	111111	HQ	4/27/2010		SPED	AMAJ		N		
5	1200	111111	ED	9/9/2009		CORE	RSUB		N		
6	1200	111111	ED	9/9/2009		CORE	AMAJ		N		

Staff Credentials Import

## Import Layout

Data Element	Description	Location
<b>SAUID</b>	The district's state-assigned identification number. An error will generate if the field is not populated or if the entry is not a valid SAUID.  <i>Numeric, 4 digits</i>	District Information > State District Number  District.districtID
<b>Staff State ID</b>	Staff member's state-issued identification number. An error will generate if the field is not populated or if the entry is not a valid Staff State ID.  <i>Numeric, 6 digits</i>	Demographics > Person Identifiers> State Staff ID  person.stateStaffID
<b>Credential Type</b>	Indicates the type of credential the staff member has earned. An error will generate if the field is not populated or if the entry is not a valid Credential Type. Options include: <ul style="list-style-type: none"> <li>HQ: Highly Qualified</li> <li>ED: Education</li> <li>LC: Licensure/Certification</li> <li>OT: Other</li> </ul> <i>Alphanumeric, 2 characters</i>	Credentials > Type  employmentCredential. employmentCredentialType
<b>Start Date</b>	Staff member's start date for the credential. An error will generate if the field is not populated or if the entry is not in the correct format.  <i>Date field, 10 characters (YYYY-MM-DD)</i>	Credentials > Start Date  employmentCredential. startDate

Data Element	Description	Location
<b>End Date</b>	<p>Staff member's end date for the credential. An error will generate if the entry is not in the correct format.</p> <p><i>Date field, 10 characters (YYYY-MM-DD)</i></p>	<p>Credentials &gt; End Date</p> <p>employmentCredential. endDate</p>
<b>Subject Area</b>	<p>Content teaching assignment used for HQ Status determination. Appears on the Highly Qualified Credential editor. An error will generate if the entry is not a valid Subject Area. Options include:</p> <ul style="list-style-type: none"> <li>• NA: Not Applicable</li> <li>• CORE: Core Academic Subject Area</li> <li>• ELEM: Basic Elementary Curriculum</li> <li>• SPED: Special Education Content</li> </ul> <p><i>Alphanumeric, 4 characters</i></p>	<p>Credentials &gt; Highly Qualified &gt; Subject Type</p> <p>employmentCredential. subjectType employmentCredential. coreSubject</p>
<b>HQT Method</b>	<p>Indicates the method used to determine the HQ status. Appears on the Highly Qualified Credential editor. An error will generate if the field is not populated or if the entry is not a valid HQT Method. Options include:</p> <ul style="list-style-type: none"> <li>• ACC: Advanced Certification or Credential</li> <li>• AMAJ: Academic Major</li> <li>• CEAM: Coursework Equivalent to Academic Major</li> <li>• RSUB: Rigorous Subject Matter Test</li> </ul> <p><i>Alphanumeric, 2 characters</i></p>	<p>Credentials &gt; Highly Qualified &gt; Subject Matter Competency</p> <p>employmentCredential. subjectCompetency</p>
<b>Housse Date</b>	<p>Data the High Objective Uniform State Stand of Evaluation rubric was completed. Appears on the Highly Qualified Credential editor. An error will generate if the entry is not in the valid date format.</p> <p><i>Date field, 10 characters (YYYY-MM-DD)</i></p>	<p>Credentials &gt; Highly Qualified &gt; HOUSSE Completion Date</p> <p>employmentCredential. housseDate</p>

Data Element	Description	Location
<b>Full Certification</b>	<p>Indicates the staff member is fully certified. Appears on the Licensure Credential editor. This field is required if the Credential Type is LC.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Credentials &gt; Licensure/Certification &gt; Fully Certified</p> <p>employmentCredential.fullCertification</p>
<b>LEP Credential</b>	<p>Indicates the staff person has a Limited English Proficiency credential. Appears on the Licensure Credential editor.</p> <p><i>Alphanumeric, 5 digits</i></p>	<p>Credentials &gt; Licensure/Certification &gt; LEP Credential</p> <p>employmentCredential.lepCredential</p>
<b>Related Services Credential</b>	<p>Indicates the staff person has a special education services credential. Appears on the Licensure Credential editor.</p> <p><i>Alphanumeric, 11 characters</i></p>	<p>Credentials &gt; Licensure/Certification &gt; SPED Related Services Credential</p> <p>employmentCredential.spedRelatedService</p>
<b>License Number</b>	<p>Lists the license number assigned to the staff person. Appears on the Licensure Credential editor.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Credentials &gt; Licensure/Certification &gt; License Number</p> <p>employmentCredential.licenseNumber</p>
<b>License Type</b>	<p>Indicates the type of certification received. Appears on the Licensure Credential editor.</p> <p>Valid options are:</p> <ul style="list-style-type: none"> <li>• REG: Regular/Full</li> <li>• TMP: Temporary</li> <li>• EMG: Emergency</li> <li>• PRO: Provisional</li> </ul> <p><i>Alphanumeric, 3 characters</i></p>	<p>Credentials &gt; Licensure/Certification &gt; License Type</p> <p>employmentCredential.licenseType</p>

Data Element	Description	Location
<b>Education Level</b>	<p>Level of education the staff member has completed. Appears on the Education Credential editor.</p> <p>An error will generate if the field is not populated or if the entry is not a valid Education Level.</p> <p><i>Alphanumeric, 3 digits</i></p>	<p>Credentials &gt; Education Level</p> <p>employmentCredential. degreeType</p>
<b>Institution Type</b>	N/A	N/A
<b>Degree School</b>	N/A	N/A
<b>Degree State</b>	N/A	N/A