

# Credentials (California)

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Tool Search: Credentials

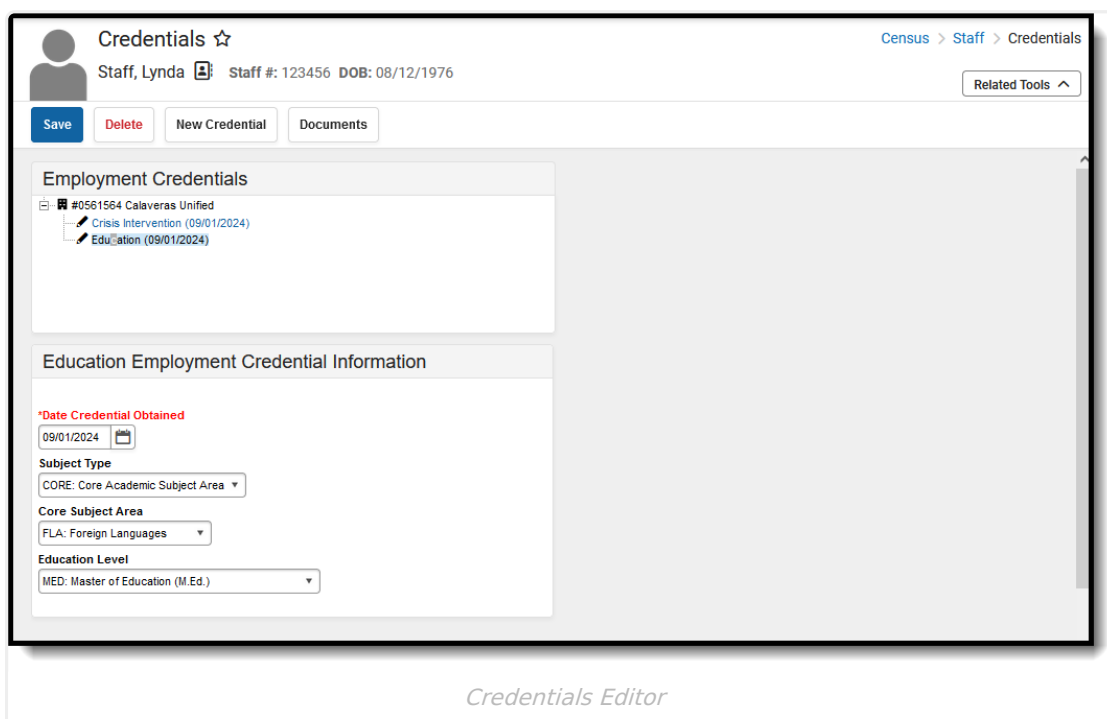
The **Credentials** tab lists the credential types of a staff member. Credentials are based on the date when the credential was earned. There are four types of credentials that can be added for a person:

- [HQ: Highly Qualified](#)
- [ED: Education](#)
- [LC: Licensure/Certification](#)
- [OT: Other](#)

Multiple credentials can be entered for a staff member. The staff member may be highly qualified in two subject areas or may have multiple degrees.

Credentials are optional to use for staff information. However, for detailed accountability reporting, Federal EDEN reporting and NCLB data collection, each staff member should have the proper credentials listed.

See the [Credentials](#) article for guidance on entering credential information.



The screenshot shows the 'Credentials Editor' interface for a staff member named Lynda. The top navigation bar includes 'Census > Staff > Credentials'. The staff member's details are: Staff #: 123456, DOB: 08/12/1976. Below the details are buttons for 'Save', 'Delete', 'New Credential', and 'Documents'. The main content area is divided into two sections: 'Employment Credentials' and 'Education Employment Credential Information'. The 'Employment Credentials' section shows a list of credentials for #0561564 Calaveras Unified, including 'Crisis Intervention (09/01/2024)' and 'Education (09/01/2024)'. The 'Education Employment Credential Information' section contains a form with the following fields: '\*Date Credential Obtained' (09/01/2024), 'Subject Type' (CORE: Core Academic Subject Area), 'Core Subject Area' (FLA: Foreign Languages), and 'Education Level' (MED: Master of Education (M.Ed.)).

The Credentials tool is used for tracking purposes to determine which courses a staff member may

be able to teach. This tab will aid in the scheduling of teachers and other personnel for subsequent school years.

Different data elements appear on the Credentials editor depending on which credential is being added. The following information summarizes employment credentials by type.

Credential types are chosen from the **New Employment Credential Information** editor, which will display AFTER the **New Credential** icon is selected from the action bar.

## Highly Qualified Credentials

State and Federal reports often require the number of highly qualified teachers responsible for teaching students in a district. This number is used in analysis of student performance. This Credential editor includes the **Subject Type** for which the staff person is highly qualified and the **Subject Matter Competency**. The following fields are available when entering a **Highly Qualified Credential**:

The following fields are available when entering a **Highly Qualified Credential**:

Data Element	Definition
<b>Start Date</b>	Date on which the credential was given to the staff person.
<b>End Date</b>	Date on which the credential expired.
<b>Subject Type</b>	Selection of subject matter for which the staff person is highly qualified. Options are as follows: <ul style="list-style-type: none"> <li>• <b>NA</b>: Not Applicable</li> <li>• <b>CORE</b>: Core Academic Subject Area</li> <li>• <b>ELEM</b>: Basic Elementary Curriculum</li> <li>• <b>SPED</b>: Special Education Content</li> </ul>
<b>Core Subject Area</b>	Selected subject area for which the CORE subject type applies. This field will display only when the Subject Type field is set to CORE.
<b>Met HOUSSE</b>	Indication the staff person passed the HOUSSE exam.
<b>HOUSSE Completion Date</b>	Date on which the staff person passes the HOUSSE exam.
<b>Subject Matter Competency</b>	Selection of competency designation. Options are as follows: <ul style="list-style-type: none"> <li>• <b>ACC</b>: Advanced Certification or Credential</li> <li>• <b>AMAJ</b>: Academic Major</li> <li>• <b>CEAM</b>: Coursework Equivalent to Academic Major</li> <li>• <b>RSUB</b>: Rigorous Subject Matter Test</li> <li>• <b>VSC</b>: Valid State Competency - When this is selected, a State Competency dropdown list displays, allowing selection of: <ul style="list-style-type: none"> <li>◦ C: National Board Certification</li> <li>◦ G: VPSS Option</li> </ul> </li> </ul>

Data Element	Definition
<b>Paraprofessional Qualification</b>	Selection of qualifying paraprofessional credential.

## Education Credential

The Education Credential is used to track staff person's **Education Level**. The following fields are available when entering an **Education Credential**:

Data Element	Definition
<b>Date Credential Obtained</b>	Date on which the credential was awarded to the staff person.
<b>Subject Type</b>	Selection of subject matter for which the staff person is highly qualified. Options are as follows: <ul style="list-style-type: none"> <li>• <b>NA:</b> Not Applicable</li> <li>• <b>CORE:</b> Core Academic Subject Area</li> <li>• <b>ELEM:</b> Basic Elementary Curriculum</li> <li>• <b>SPED:</b> Special Education Content</li> </ul>
<b>Core Subject Area</b>	Selected subject area for which the CORE subject type applies. This field will display only when the Subject Type field is set to CORE.
<b>Education Level</b>	Indicates the level of education the staff person has received.

## Licensure/Certification Credential

The Licensure/Certification Credential tracks the staff person's LEP and Special Education settings. The following fields are available when entering a Licensure/Certification Credential:

Data Element	Definition
<b>Start Date</b>	Date on which the credential was given to the staff person.
<b>End Date</b>	Date on which the credential will or did end.
<b>Fully Certified</b>	Marking this checkbox indicates the staff person is considered to be fully qualified to teach LEP and Special Education courses.

Data Element	Definition
<b>LEP Credential</b>	<p>Selection indicates what type of Limited English Proficiency credential the staff person has acquired. Options are as follows:</p> <ul style="list-style-type: none"> <li>• <b>ESL</b>: English as a Second Language</li> <li>• <b>SPKOT</b>: Teachers of English to Speakers of Other Languages</li> <li>• <b>ENGLL</b>: Teachers of English Language Learners</li> <li>• <b>BILI</b>: Bilingual Education</li> <li>• <b>CERT</b>: Certified in content with ESL/BE PD Training</li> <li>• <b>BOTH</b>: Both ESL and BE</li> <li>• <b>ENDS</b>: Endores for ESL, TESOL, TELL or BE</li> </ul>
<b>SPED Related Services Credential</b>	<p>Selection indicates what type of Special Education credential the staff person has acquired. Options are as follows:</p> <ul style="list-style-type: none"> <li>• <b>AUDIO</b>: Audiologists</li> <li>• <b>COUNSELOR</b>: Counselors and Rehabilitation Counselors</li> <li>• <b>INTERPRET</b>: Interpreters</li> <li>• <b>MEDNURSE</b>: Medical/Nursing Service Staff</li> <li>• <b>OCCTHERAP</b>: Occupational Therapists</li> <li>• <b>ORIENTMOBIL</b>: Orientation and Mobility Specialists</li> <li>• <b>PEANDREC</b>: Phys Ed, Recreation, Therapeutic Rec Specialists</li> <li>• <b>PHYSTHERAP</b>: Physical Therapists</li> <li>• <b>PSYCH</b>: Psychologists</li> <li>• <b>SOCIALWORK</b>: Social Workers</li> <li>• <b>SPEECHPATH</b>: Speech-language Pathologists</li> </ul>
<b>License Number</b>	Number assigned to the license.
<b>License/Certification Type</b>	<p>Type of License given:</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>

## Other Credential

The Other Credential captures **Credit Hours** and the **Credential Number**, in addition to the **Teaching Area** for which the credential applies and the **Credential Type**. The following fields are available when entering an **Other Credential**:

Data Element	Definition
<b>Start Date</b>	Date on which the credential was given to the staff person.
<b>Teaching Area</b>	Subject for which the credential applies.

Data Element	Definition
<b>Credential Type</b>	Selection indicates the type of credential received. Options are: <ul style="list-style-type: none"> <li>• 01: Full Credential</li> <li>• 02: University Internship</li> <li>• 03: District Internship</li> <li>• 04: Pre-Intern</li> <li>• 05: Emergency Permit (in current assignment)</li> <li>• 06: Waiver (in current assignment)</li> <li>• 07: Multiple-subject/single-subject Ryan credential</li> </ul>
<b>Credit Hours</b>	Total number of hours served toward credential achievement.
<b>Credential Number</b>	The assigned number to the credential.