

Qualifications (Personnel Master)

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PATH: [Human Resources](#) > [Personnel](#) > [Personnel Master](#) > [Qualifications](#)

The Qualifications tab displays a staff member's education, licensure and work history. Qualification information is useful for determining which courses a staff member may teach and scheduling teachers and other personnel for subsequent school years.

You can enter multiple qualifications for a staff member. For example, the staff member may be highly qualified in two subject areas or may have multiple degrees.

Entering qualifications is optional; however, for detailed accountability reporting (i.e., Federal EDEN reporting and NCLB data collection) each staff member should have the proper qualifications entered.

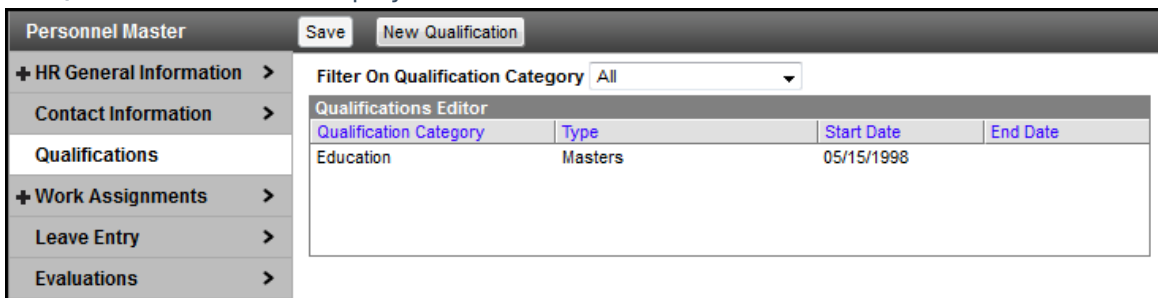
Add a New Qualification

PATH: [Human Resources](#) > [Personnel](#) > [Personnel Master](#) > [Qualifications](#)

1. Select **Qualifications** from the left-hand navigation.

Result

The Qualifications Editor displays.



Qualification Category	Type	Start Date	End Date
Education	Masters	05/15/1998	

2. Click the **New Qualification** button.

Result

The Qualification Details area displays.

3. Select one of the following Qualifications from the Qualification Category dropdown list:
 - [ED: Education](#)
 - [HQ: Highly Qualified](#)
 - [LC: Licensure/Certification](#)
 - [WH: Work History](#)
 - [CI: Crisis Intervention](#)
4. Use the information in [Screen Examples and Field Descriptions](#) in this article to enter information specific to the qualification you are adding.
5. Click the **Save** button.

Delete a Qualification

PATH: *Human Resources > Personnel > Personnel Master > Qualifications*

You can delete Qualifications from an employee as long as the Qualification is not associated with a current or historical Work Assignment record.

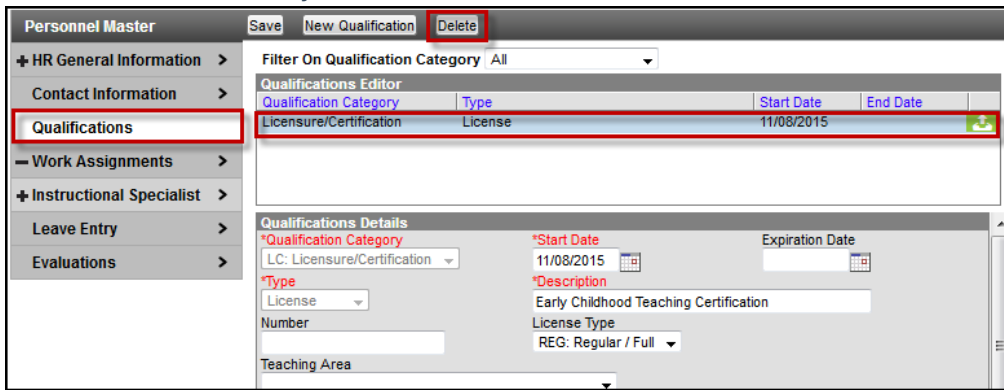
If there are files attached to the Qualification, the files are also deleted.

1. Select **Qualifications** from the left-hand navigation.

Result

The Qualifications Editor displays.

2. Select the Qualification you want to delete.



3. Delete all **Endorsements** and **Field Codes** then **Save**.
4. Select the **Qualification** again.
5. Click **Delete**.

Result

A confirmation message displays.

6. Click **OK**.

Screen Examples and Field Descriptions

PATH: *Human Resources > Personnel > Personnel Master > Qualifications*

Different fields display on the Qualifications editor depending on the qualification you are adding. The following information summarizes Qualifications by the following types:

- **ED:** Education
- **HQ:** Highly Qualified
- **LC:** Licensure/Certification
- **WH:** Work History
- **CI:** Crisis Intervention

Education

PATH: *Human Resources > Personnel > Personnel Master > Qualifications > Education*

The Education Credential is used to track a staff person's education level.

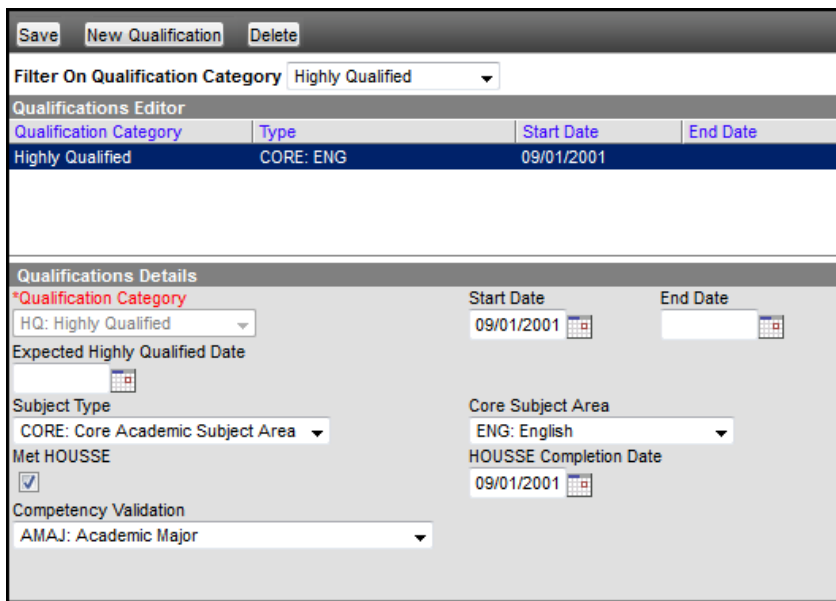
Field	Description
Qualification Category	The type of qualification being entered.
Education Institution	The school the individual is attending or from which they received their degree.
Degree Type	The type of degree the individual has or is aspiring to acquire.
Degree Subject Major	The academic major the individual has or is earning.
Degree Subject Minor	The academic minor the individual has or is earning.
Date Received	The date the degree was received.
State	The state in which the degree was received.
Expected Completion Date	The date on which the individual is expected to earn their degree.
Credit Hours	The number of hours the individual has received for completing courses.

Highly Qualified

PATH: *Human Resources > Personnel > Personnel Master > Qualifications > Highly Qualified*

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 Qualifications editor includes the **Subject Type** for which the staff person is highly qualified and the **Subject Matter Competency**.



Field	Description
Qualification Category	The type of qualification being entered.
Expected Highly Qualified Date	The date by which the person anticipates being Highly Qualified.
Start Date	Date on which the credential was given to the staff person.
End Date	Date on which the credential expired or will expire.
Subject Type	Selection of subject matter for which the staff person is highly qualified. Options are as follows: <ul style="list-style-type: none"> • NA: Not Applicable • CORE: Core Academic Subject Area • ELEM: Basic Elementary Curriculum • SPED: Special Education Content
Core Subject Area	Selected subject area for which the CORE subject type applies. This field only displays when the Subject Type field is set to CORE .
Met HOUSSE	Indication the staff person passed the HOUSSE (High, Objective, Uniform State Standard of Evaluation) exam.

Field	Description
HOUSSE Completion Date	Date on which the staff person passes the HOUSSE (High, Objective, Uniform State Standard of Evaluation) exam.
Competency Validation	Selection of competency designation. Options are as follows: <ul style="list-style-type: none"> • RSUB: Rigorous Subject Matter Test • AMAJ: Academic Major • ACC: Advanced Certification or Credential • CEAM: Coursework Equivalent to Academic Major • VSC: Valid State Competency
State Competency	The area in which the individual has successfully demonstrated competency. This field only displays when the Competency Validation is set to VSC: Valid State Competency . State Competency values are set up in HR Codes .

Licensure/Certification Credential

PATH: *Human Resources > Personnel > Personnel Master > Qualifications > Licensure/Certification*

The Licensure/Certification credential tracks the staff person's English Learners, Special Education settings and other non-instructional licensing and/or certification that may be received.

Qualification Category	Type	Start Date	End Date
Licensure/Certification	Certification	03/15/2015	

Qualifications Details

*Qualification Category: LC: Licensure/Certification

*Start Date: 03/15/2015

Expiration Date: [Calendar Icon]

*Type: Certification

*Description: Speech Pathology

Number: 123456

Certification Type: 01: Full Credential

Teaching Area: 02: Special education

Credit Hours: [Text Field]

English Learners (EL) Fully Certified:

English Learners Credential: ESL: English as a Second Language

SPED Related Services Credential: [Text Field]

Paraprofessional Qualification: [Text Field]

Endorsements

Add Endorsement

X ESL: English as a Second Language

Data Element	Definition
Start Date	Date on which the credential was given to the staff person.
Expiration Date	Date on which the credential will end or did end.
Type	Indicates whether the qualification is a license or certification. The License Type or Certification Type dropdown list displays depending on the option you select in this field.
License Type	The type of license being added. This field only displays if you select License Type in the Type field. Options include the following: <ul style="list-style-type: none"> • REG: Regular / Full • TMP: Temporary • EMG: Emergency • PRO: Provisional

Data Element	Definition
Certification Type	<p>The type of certification being added. This field only displays if you select Certification Type in the Type field.</p> <p>Options include the following:</p> <ul style="list-style-type: none"> • 01: Full Credential • 02: University Internship • 03: District Internship • 04: Pre-intern • 05: Emergency Permit (in current assignment) • 06: Waiver (in current assignment) • 07: Multiple-subject/single-subject Ryan credential <p>The following Certification Types are available in New York ONLY.</p> <p>Certification Type is a required field for New York districts.</p> <ul style="list-style-type: none"> • 00: Certificate Exemption • 08: Probationary • 09: Professional • 10: Initial • 11: Extension • 12: Permanent
Number	<p>The license or certification number.</p>
Description	<p>A description of the license or certificate.</p>
Teaching Area	<p>This field specifies the teaching area in which the license or certificate has been earned.</p>
Credit Hours	<p>The number of hours the individual has received for completing courses.</p>
English Learners (EL) Fully Certified	<p>This checkbox indicates the staff person is considered to be fully qualified to teach English Learners (EL) and Special Education courses.</p>
English Learners Credential	<p>This field indicates the type of English Learners credential the staff person has acquired. Options are as follows:</p> <ul style="list-style-type: none"> • BILI: Bilingual Education • BOTH: Both ESL and BE • CERT: Certified in content with ESL/BE PD training • ENDS: Endorsed for ESL, TESOL, TELL, or BE • ENGLL: Teachers of English Language Learners • ESL: English as a Second Language • SPKOT: Teachers of English to Speakers of Other Languages

Data Element	Definition
SPED Related Services Credential	<p>This field indicates the type of Special Education credential the staff person has acquired. Options are as follows:</p> <ul style="list-style-type: none"> • AUDIO: Audiologists • COUNSELOR: Counselors and Rehabilitation Counselors • INTERPRET: Interpreters • MEDNURSE: Medical/Nursing Service Staff • OCCTHERAP: Occupational Therapists • ORIENTMOBIL: Orientation and Mobility Specialists • PEANDREC: Phys Ed, Recreation, Therapeutic Rec Specialists • PHYSTHERAP: Physical Therapists • PSYCH: Psychologists • SOCIALWORK: Social Workers • SPEECHPATH: Speech-language Pathologists <p>Tip</p> <p>If needed, you can define additional credentials on the HR Codes tab.</p>
Paraprofessional Qualification	<p>This field indicates the type of Paraprofessional qualifications the staff person has acquired. Paraprofessional qualifications are set up on the HR Codes tab.</p>
Add Endorsement	<p>This area allows you to enter endorsements related to the license/certification. You may enter an unlimited number of endorsements. Endorsements are set up on the HR Codes tab. Endorsements may be deleted by selecting the black X next to the endorsement.</p>
Add Field Code	<p>This field identifies the Field Code printed on the employee's certificate authorizing the employee to have a particular assignment. This field includes a Start Date (required) and an Expiration Date. This is a state-specific field and only displays if your state requires this information.</p>

Military Experience

PATH: *Human Resources > Personnel > Personnel Master > Qualifications > Military Experience*

The Military Experience qualification tracks the Branch in which the employee served, the employee's years of service, and whether they are still on active duty.

Qualification Category	Type	Start Date	End Date
Military Experience		09/01/2000	

Qualifications Details		
*Qualification Category	*Start Date	End Date
ME: Military Experience	09/01/2000	
Active Duty	Years of Service	
<input checked="" type="checkbox"/>	16	
Branch		
02: Army		

Field	Description
Qualification Category	The type of qualification being entered.
Start Date	The date on which the employee's military service started.
End Date	The date on which the employee's military service ended.
Active Duty	Identifies whether the employee is on active duty.
Branch	Identifies the military branch to which the employee belongs. The options that display in the dropdown list are set up in Human Resources > Administration > HR Codes .

Work History

PATH: *Human Resources > Personnel > Personnel Master > Qualifications > Work History*

The Work History qualification tracks the staff person's past and current work experience. This information may come from a resume or from an applicant tracking system.

Qualification Category	Type	Start Date	End Date
Work History	District High School	03/2000	07/2002

Qualifications Details		
*Qualification Category	*Start Month/Year	End Month/Year
WH: Work History	03 / 2000	07 / 2002
*Employer	*Title	
District High School	Head Teacher	
City	State	
Metro City	MN: Minnesota	
Total Certified Experience	District Credit	State Credit
0 Months	0 Months	0 Months
Public Credit	Private Credit	Non Ed Voc/CTE Credit
0 Months	0 Months	0 Months

Field	Description
Qualification Category	The type of qualification being entered.
Start Date	The date on which the position began.
End Date	The date on which the position ended.
Employer	The staff person's previous employer or a current employer, other than the district, for whom the employee is currently working.
Title	The title for the position.
City	The city of the employer's location.
State	The state of the employer's location.
Total Certified Experience	This field indicates how many months of certified experience is included with this work history. This number is included in the Total Certified Experience on the summary page.
District Credit State Credit Public Credit Private Credit Non Ed Voc/CTE Credit	These fields indicate additional types of certified experience. These numbers are not related to the Total Certified Experience field.

Crisis Intervention

PATH: *Human Resources > Personnel > Personnel Master > Qualifications > Crisis Intervention*

The Crisis Intervention qualification indicates the employee can perform crisis intervention processes like administering a restraint on a student, following recommended training and guidelines, as part of a [Behavior Response](#).

Save New Qualification Delete

Filter On Qualification Category Crisis Intervention

Qualification Category	Type	Start Date	End Date
Crisis Intervention		08/25/2014	07/31/2015

Qualifications Details

*Qualification Category: Ct: Crisis Intervention

*Start Date: 08/25/2014

*End Date: 07/31/2015

Field	Description
Qualification Category	The type of qualification being entered.
Start Date	The date on which the qualification begins.
End Date	The date on which the qualification expires.


Managing File Attachments

You can attach files to an employee's qualification. This feature is only available if your administrator has [enabled the attachment feature](#).

Personnel Master Save New Qualification

Filter On Qualification Category All

Qualification Category	Type	Start Date	End Date
Highly Qualified	NA	09/29/2013	



Example upload button for file attachments

To view documents, click the upload button .

Users with the appropriate tool rights may also complete the following tasks.

- [Attach Files](#)
- [Delete Files](#)
- [Replace Files](#)
- [Edit a File Description](#)

