

# Qualifications (Personnel Master)

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**Human Resources will no longer be available after June 30th, 2025. For more information, visit the [Human Resources and Staff Evaluation Deprecation FAQ](#).**

[Add a New Qualification](#) | [Delete a Qualification](#) | [Screen Examples and Field Descriptions](#) | [Highly Qualified](#) | [Licensure/Certification Credential](#) | [Military Experience](#) | [Work History](#) | [Managing File Attachments](#)

Tool Search: Personnel Master

The Qualifications section 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

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

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

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

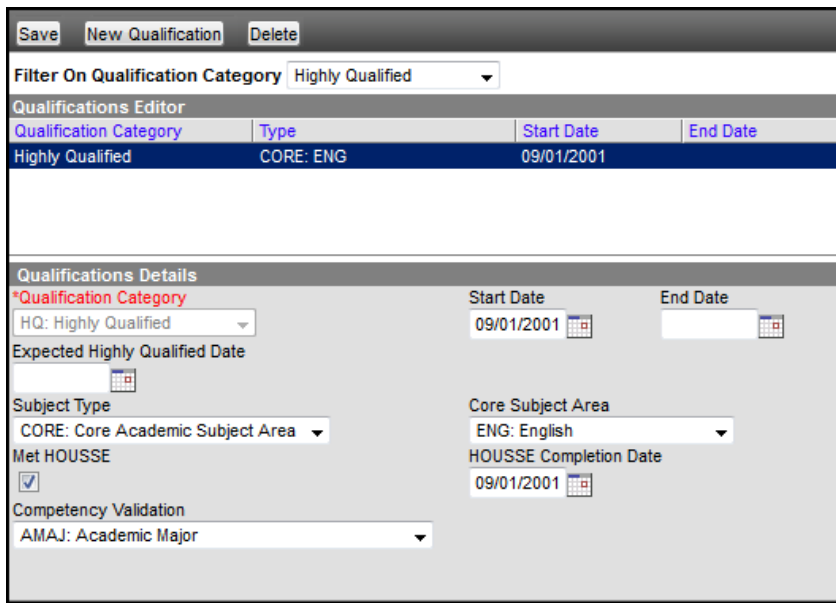
The Education Credential is used to track a staff person's education level.

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

## 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**.



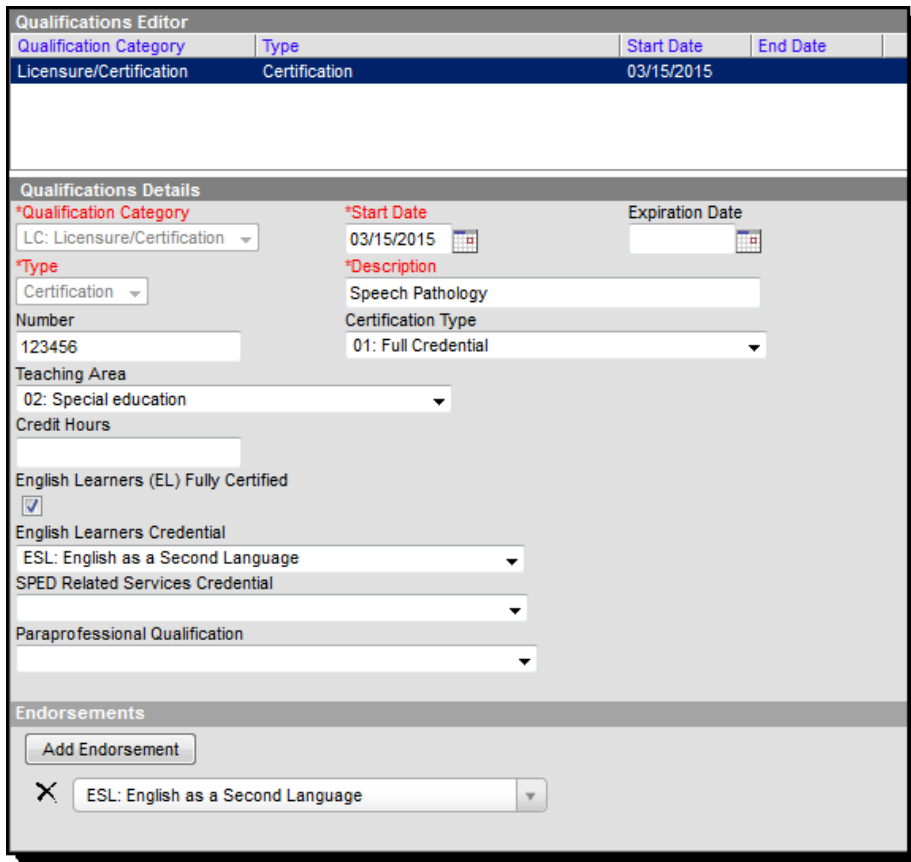
The screenshot shows the 'Qualifications Editor' interface. At the top, there are buttons for 'Save', 'New Qualification', and 'Delete'. Below that is a filter dropdown set to 'Highly Qualified'. A table lists the qualification with columns for 'Qualification Category', 'Type', 'Start Date', and 'End Date'. The first row shows 'Highly Qualified', 'CORE: ENG', and '09/01/2001'. Below the table is the 'Qualifications Details' section, which includes fields for 'Qualification Category' (HQ: Highly Qualified), 'Start Date' (09/01/2001), 'End Date', 'Expected Highly Qualified Date', 'Subject Type' (CORE: Core Academic Subject Area), 'Core Subject Area' (ENG: English), 'Met HOUSSE' (checked), 'HOUSSE Completion Date' (09/01/2001), and 'Competency Validation' (AMAJ: Academic Major).

Field	Description
<b>Qualification Category</b>	The type of qualification being entered.
<b>Expected Highly Qualified Date</b>	The date by which the person anticipates being Highly Qualified.
<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 or will expire.
<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 only displays when the <b>Subject Type</b> field is set to <b>CORE</b> .
<b>Met HOUSSE</b>	Indication the staff person passed the HOUSSE (High, Objective, Uniform State Standard of Evaluation) exam.
<b>HOUSSE Completion Date</b>	Date on which the staff person passes the HOUSSE (High, Objective, Uniform State Standard of Evaluation) exam.

Field	Description
<b>Competency Validation</b>	Selection of competency designation. Options are as follows: <ul style="list-style-type: none"> <li>• <b>RSUB</b>: Rigorous Subject Matter Test</li> <li>• <b>AMAJ</b>: Academic Major</li> <li>• <b>ACC</b>: Advanced Certification or Credential</li> <li>• <b>CEAM</b>: Coursework Equivalent to Academic Major</li> <li>• <b>VSC</b>: Valid State Competency</li> </ul>
<b>State Competency</b>	The area in which the individual has successfully demonstrated competency. This field only displays when the <b>Competency Validation</b> is set to <b>VSC: Valid State Competency</b> . State Competency values are set up in <a href="#">HR Codes</a> .

## Licensure/Certification Credential

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.



The screenshot displays the 'Qualifications Editor' interface. At the top, a table lists the qualification: 'Licensure/Certification' with 'Type' as 'Certification' and 'Start Date' as '03/15/2015'. Below this, the 'Qualifications Details' section contains several fields:
 

- \*Qualification Category**: LC: Licensure/Certification
- \*Start Date**: 03/15/2015
- Expiration Date**: (empty)
- \*Type**: Certification
- \*Description**: Speech Pathology
- Number**: 123456
- Certification Type**: 01: Full Credential
- Teaching Area**: 02: Special education
- Credit Hours**: (empty)
- English Learners (EL) Fully Certified**:
- English Learners Credential**: ESL: English as a Second Language
- SPED Related Services Credential**: (empty)
- Paraprofessional Qualification**: (empty)

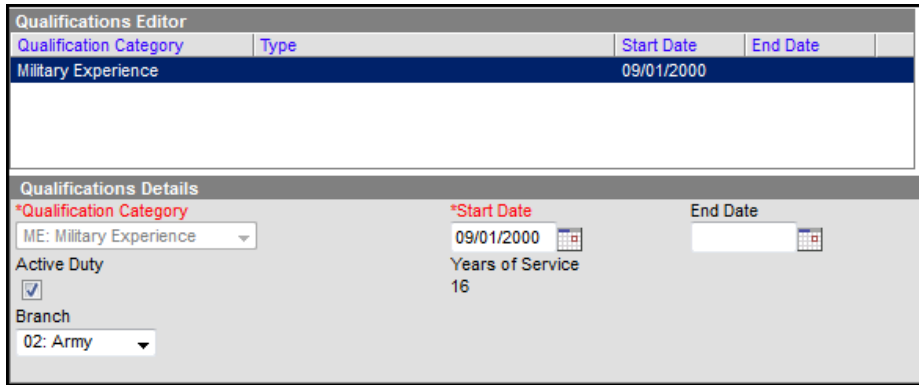
 The bottom section, 'Endorsements', includes an 'Add Endorsement' button and a list of selected endorsements, currently showing 'ESL: English as a Second Language'.

Data Element	Definition
<b>Start Date</b>	Date on which the credential was given to the staff person.
<b>Expiration Date</b>	Date on which the credential will end or did end.
<b>Type</b>	Indicates whether the qualification is a license or certification. The <b>License Type</b> or <b>Certification Type</b> dropdown list displays depending on the option you select in this field.
<b>License Type</b>	<p>The type of license being added. This field only displays if you select <b>License Type</b> in the <b>Type</b> field.</p> <p>Options include the following:</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>
<b>Certification Type</b>	<p>The type of certification being added. This field only displays if you select <b>Certification Type</b> in the <b>Type</b> field.</p> <p>Options include the following:</p> <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> <p>The following Certification Types are available in <b>New York ONLY</b>.</p> <p>Certification Type is a required field for New York districts.</p> <ul style="list-style-type: none"> <li>• 00: Certificate Exemption</li> <li>• 08: Probationary</li> <li>• 09: Professional</li> <li>• 10: Initial</li> <li>• 11: Extension</li> <li>• 12: Permanent</li> </ul>
<b>Number</b>	The license or certification number.
<b>Description</b>	A description of the license or certificate.
<b>Teaching Area</b>	This field specifies the teaching area in which the license or certificate has been earned.
<b>Credit Hours</b>	The number of hours the individual has received for completing courses.

Data Element	Definition
<b>English Learners (EL) Fully Certified</b>	This checkbox indicates the staff person is considered to be fully qualified to teach English Learners (EL) and Special Education courses.
<b>English Learners Credential</b>	This field indicates the type of English Learners credential the staff person has acquired. Options are as follows: <ul style="list-style-type: none"> <li>• <b>BILI</b>: Bilingual Education</li> <li>• <b>BOTH</b>: Both ESL and BE</li> <li>• <b>CERT</b>: Certified in content with ESL/BE PD training</li> <li>• <b>ENDS</b>: Endorsed for ESL, TESOL, TELL, or BE</li> <li>• <b>ENGLL</b>: Teachers of English Language Learners</li> <li>• <b>ESL</b>: English as a Second Language</li> <li>• <b>SPKOT</b>: Teachers of English to Speakers of Other Languages</li> </ul>
<b>SPED Related Services Credential</b>	This field indicates the type of Special Education credential the staff person has acquired. Options are as follows: <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> <p>Tip</p> <p>If needed, you can define additional credentials on <a href="#">HR Codes</a></p>
<b>Paraprofessional Qualification</b>	This field indicates the type of Paraprofessional qualifications the staff person has acquired. Paraprofessional qualifications are set up on <a href="#">HR Codes</a> .
<b>Add Endorsement</b>	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 <a href="#">HR Codes</a> . Endorsements may be deleted by selecting the black X next to the endorsement.
<b>Add Field Code</b>	This field identifies the Field Code printed on the employee's certificate authorizing the employee to have a particular assignment. This field includes a <b>Start Date</b> (required) and an <b>Expiration Date</b> . This is a state-specific field and only displays if your state requires this information.

# 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.



The screenshot shows the 'Qualifications Editor' interface. At the top, there is a table with columns for 'Qualification Category', 'Type', 'Start Date', and 'End Date'. A row is visible with 'Military Experience' in the 'Qualification Category' column and '09/01/2000' in the 'Start Date' column. Below this is the 'Qualifications Details' section, which includes a dropdown for '\*Qualification Category' (set to 'ME: Military Experience'), a date picker for '\*Start Date' (set to '09/01/2000'), an empty date picker for 'End Date', a checked checkbox for 'Active Duty', a text field for 'Years of Service' (set to '16'), and a dropdown for 'Branch' (set to '02: Army').

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

# 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.



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

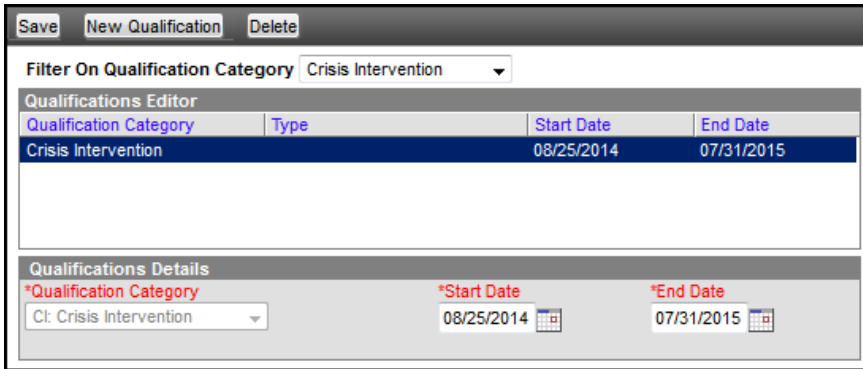
  

Qualifications Details		
*Qualification Category	*Start Month/Year	End Month/Year
WH: Work History	03 / 2000	07 / 2002
*Employer	*Title	
District High School	Head Teacher	
City	State	
Metro City	MN: Minnesota	
Total Certified Experience	District Credit	State Credit
0 Months	0 Months	0 Months
Public Credit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

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

## Crisis Intervention

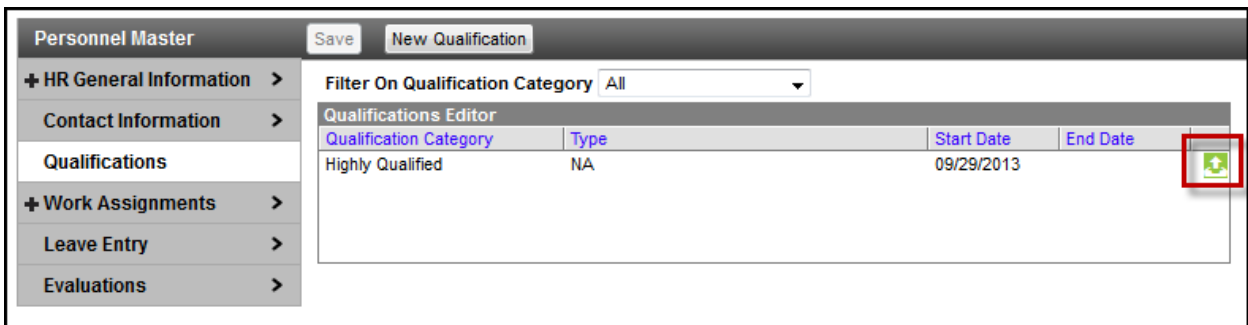
The Crisis Intervention qualification indicates the employee can perform crisis intervention processes like administering a restraint on a student, following recommended training and guidelines, as part of a [Behavior Response](#).



Field	Description
<b>Qualification Category</b>	The type of qualification being entered.
<b>Start Date</b>	The date on which the qualification begins.
<b>End Date</b>	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](#).



*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](#)

