PIMS Staff Development (Pennsylvania)

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The Staff Development Template reports qualifications and training data on school security officers, school resource officers and school police officers, noting the following:

- When the staff person's most recent firearms qualification was received.
- When the staff person's most recent CPR qualification was received.
- When the staff person's most recent first aid qualification was received.
- The number of hours the staff person participated in MPOETC training.
- The number of hours the staff person participated in NASRO training.
- The number of hours the staff person participated in local training.

See the [PIMS Reporting](#) article for additional PIMS Reporting information.

Report Logic

When the Exclude checkbox is marked on the District Assignment tool, the staff person does not report.

Generate the Staff Development Template

1. Select **Staff Development Template** from the **Extract Type** from the dropdown list.
2. Select the desired **Reporting Period**.
3. Enter the **Effective Date** of the extract in *mmddyy* format or use the calendar icon to select a date.
4. Select the **Format** of the extract.
5. Select a **Staff Ad hoc Filter**, if desired.
6. Select the appropriate **Calendar(s)** from which to include data on the extract.
7. Click the **Generate Extract** button or the **Submit to Batch** button, if available. The extract displays in the selected format.

	A	B	C	D	E	F	G	H	I
1	DistrictCode	StaffID	ActivityCode	ActivityStartDate	Field5	Field6	Field7	Field8	Field9
2	105256553		FIRSTAID	8/1/2012					
3									
4									

Staff Development Template, CSV Format

Staff Development Template, HTML Format

Report Layout

Data Element	Description	Campus Interface
District Code	State District Number. Reports the district number of the reporting school unless there is a different district located in the Serving District field. *Numeric, 9 digits*	System Administration > Resources > District Information > State District Number Student Information > General > Enrollments > State Reporting Fields > Serving District District.number
Staff ID	Reports the staff person's state-assigned identification number. Only staff that do not have the District Employment Qualification Status field populated on the District Employment record report. - When the License Number field is populated, the staff ID reports as the staff ID as SS + License Number. - When the License Number field is not populated, the staff ID reports from the Demographics tab as SS + Staff State ID *Numeric, 9 digits*	Census > People > District Employment > License Number Census > People > Demographics > Person Identifiers > State ID Employment.licenseNumber Person.staffID
Activity Code	Identifies the type of qualification or training the staff person received. *Alphanumeric, 8 characters*	Census > People > Credentials > Credential Type: Other > Other Credential Type > CPR, FIRSTAID, INITIAL, LOCAL, MPOETC, NASRO, WEAP EmploymentCredential.credential Type

Data Element	Description	Campus Interface
Activity Start Date	Date of the most recent qualification or training. For the first training record, the actual qualification date is used. For additional training records, enter the end date of the calendar (06-30-YYYY). *Date field, 10 characters, YYYY-MM-DD*	Census > People > Credentials > Credential Type: Other > Other Credential Type > Start Date EmploymentCredential.credentialDate
Filler Field 5-13	These fields do not report.	N/A
Activity Hours	Number of hours of training within the current year for MPOETC, NASRO or LOCAL trainings. *Numeric, 3 digits*	Census > People > Credentials > Credential Type: Other > Credit Hours EmploymentCredential.credentialCreditHours