

# PIMS Staff Development (Pennsylvania)

Last Modified on 04/07/2026 11:45 am CDT

[Report Logic](#) | [Generate the Staff Development Template](#) | [Report Layout](#)

Tool Search: PIMS Extracts

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 *mmdyy* 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 Records:1										
DistrictCode	StaffID	ActivityCode	ActivityStartDate	Field5	Field6	Field7	Field8	Field9	Field10	Field
105256553		FIRSTAID	2012-08-01							

Staff Development Template, HTML Format

## Report Layout

Data Element	Description	Campus Interface
<b>District Code</b>	<p>State District Number.</p> <p>Reports the district number of the reporting school unless there is a different district located in the Serving District field.</p> <p><i>Numeric, 9 digits</i></p>	<p>System Administration &gt; Resources &gt; District Information &gt; State District Number</p> <p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Serving District</p> <p>District.number</p>
<b>Staff ID</b>	<p>Reports the staff person's state-assigned identification number.</p> <p>Only staff that do not have the District Employment Qualification Status field populated on the District Employment record report.</p> <ul style="list-style-type: none"> <li>When the License Number field is populated, the staff ID reports as the staff ID as SS + License Number.</li> <li>When the License Number field is not populated, the staff ID reports from the Demographics tab as SS + Staff State ID</li> </ul> <p><i>Numeric, 9 digits</i></p>	<p>Census &gt; People &gt; District Employment &gt; License Number</p> <p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; State ID</p> <p>Employment.licenseNumber Person.staffID</p>
<b>Activity Code</b>	<p>Identifies the type of qualification or training the staff person received.</p> <p><i>Alphanumeric, 8 characters</i></p>	<p>Census &gt; People &gt; Credentials &gt; Credential Type: Other &gt; Other Credential Type &gt; CPR, FIRSTAID, INITIAL, LOCAL, MPOETC, NASRO, WEAP</p> <p>EmploymentCredential.credential Type</p>

Data Element	Description	Campus Interface
<b>Activity Start Date</b>	<p>Date of the most recent qualification or training.</p> <p>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).</p> <p><i>Date field, 10 characters, YYYY-MM-DD</i></p>	<p>Census &gt; People &gt; Credentials &gt; Credential Type: Other &gt; Other Credential Type &gt; Start Date</p> <p>EmploymentCredential.credentialDate</p>
<b>Filler Field 5-13</b>	<p>These fields do not report.</p>	<p>N/A</p>
<b>Activity Hours</b>	<p>Number of hours of training within the current year for MPOETC, NASRO or LOCAL trainings.</p> <p><i>Numeric, 3 digits</i></p>	<p>Census &gt; People &gt; Credentials &gt; Credential Type: Other &gt; Credit Hours</p> <p>EmploymentCredential.credentialCreditHours</p>