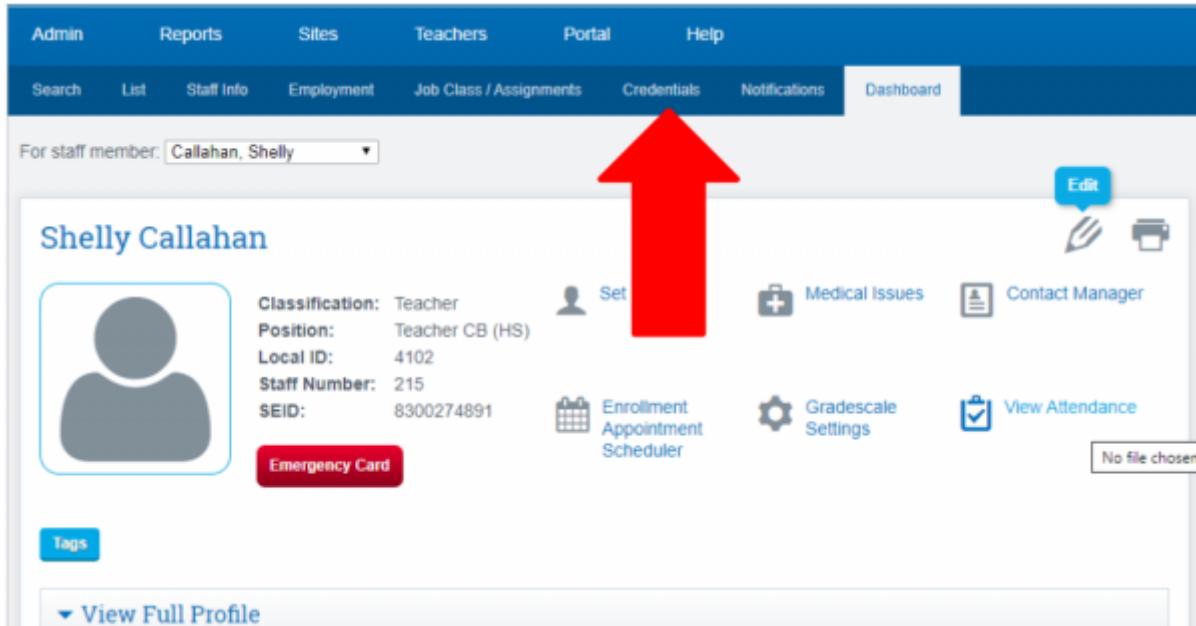


wednesday webinar, admin essential, staff records

## Credential Authorization Data & Local Assignment Options

### Step 1: Access Staff Credentials Tab



Admin Reports Sites Teachers Portal Help

Search List Staff Info Employment Job Class / Assignments Credentials Notifications Dashboard

For staff member: Callahan, Shelly

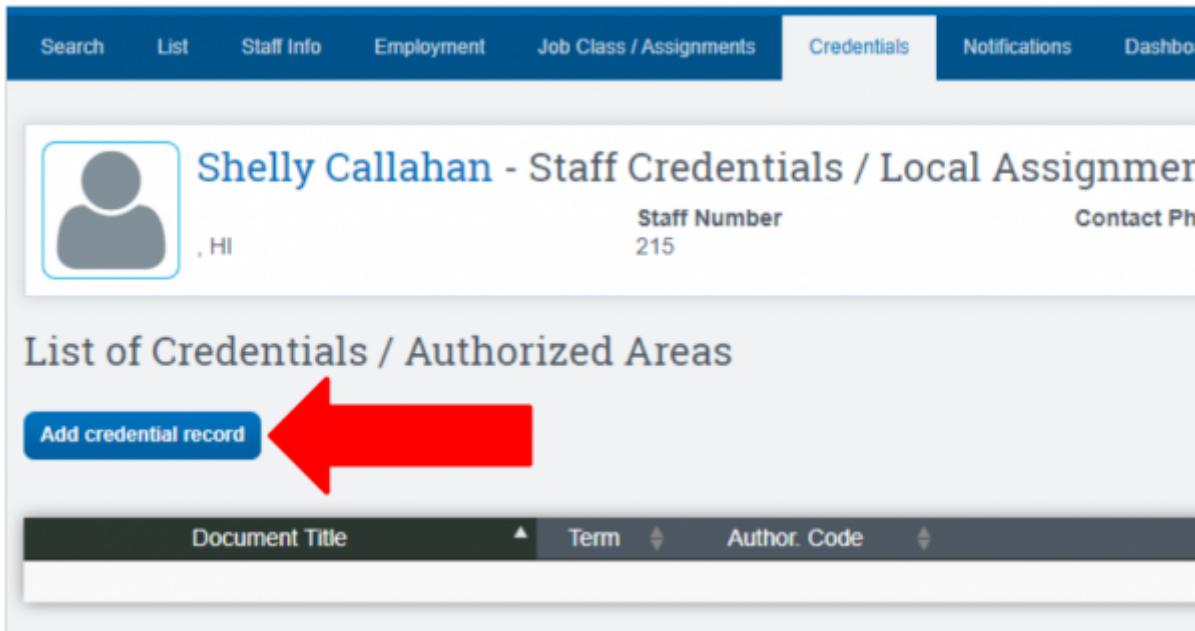
**Shelly Callahan**

Classification: Teacher Position: Teacher CB (HS) Local ID: 4102 Staff Number: 215 SEID: 8300274891

Set  Emergency Card  

 Medical Issues Contact Manager  View Attendance 

### Step 2: Click on Add Credential Record

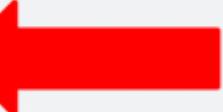


Search List Staff Info Employment Job Class / Assignments Credentials Notifications Dashboard

**Shelly Callahan - Staff Credentials / Local Assignment Options**

 , HI Staff Number 215 Contact Ph...

**List of Credentials / Authorized Areas**

**Add credential record** 

Document Title	Term	Author. Code

### Step 3: Enter credential data from CTC document or access CTC for credential data

CTC Link provided [Here](#)

New Document

Document #	190153059
Document Title	Single Subject Teaching Cre...
Term	Clear Credential
Issue Date	08/01/2019 <input type="button" value="Calendar"/> (Leave blank for today)
Expiration Date	08/01/2024 <input type="button" value="Calendar"/> (Leave blank if credential never expires)
Original Issue Date	05/23/1996

Current Document		All Documents	Adverse and Commission Actions		
1 - 3 of 3					
Expiration D Original Issue Date	Document Title	Document Number	Status	Issue Date	Gr...
8/1/2024/23/1996 5/1/2024/12/2012	Single Subject Teaching Credential Multiple Subject Teaching Credential	190153059 170056385	Valid Valid	8/1/2019 5/1/2017	

### Step 4: Adding Authorization

- Enter the **Authorization Code**, **Authorization Description** will auto populate.
- Then enter **Subject Code** and **Subject Description** will auto populate.
- Enter **Major/Minor** then Click Save or add any additional authorization codes covered then **SAVE**

Authorization Code	Authorization Description	Subject Code	Subject Description	Major/Minor	Delete
R1A	This credential authorizes the holder to teach the specific subject or subjects named above as supplementary authorizations in grades twelve and below, including preschool, and in classes organized primarily for adults, unless specific grade restrictions are indicated next to the subject.	CCA	Computer Concepts and Applications	Minor	<input type="button" value="Save"/>

**Authorization Description** **Authorization Code Subject Code** **Major/ Min Subject Description**

➤ This credential authorizes the holder to teach the specific subject or subjects listed as supplementary authorizations in grades twelve and below, including preschool, and R1A CCA MIN Computer Concepts and Applications



**Notice that one document can have multiple authorizations. See below screenshot**

Add New Authorization						
Authorization Code	Authorization Description	Subject Code	Subject Description	Major/Minor	Delete	
R1A	This credential authorizes the holder to teach the specific subject or subjects named above as supplementary authorizations in grades twelve and below, including preschool, and in classes organized primarily for adults, unless specific grade restrictions are indicated next to the subject.	CCA	Computer Concepts and Applications	Minor	<a href="#">Delete</a>	
R1B	This credential authorizes the holder to teach (in grades twelve and below, including preschool, and in classes organized primarily for adults) the subject matter content for the introductory* subject or subjects named above as supplementary authorizations which is typically included for that subject in curriculum guidelines and textbooks for study in grades nine and below.*	IM2	Introductory Mathematics	Minor	<a href="#">Delete</a>	
R1S	This document authorizes the holder to teach the subject area(s) listed above in grades twelve and below, including preschool, and in classes organized primarily for adults.	HSX	Health Science (Examination)	Major	<a href="#">Delete</a>	

[Cancel](#) [Delete](#) [Save](#)

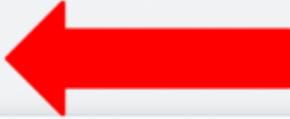
When you have added all authorizations, click the **SAVE** button and the relevant details will show on the Entry Page:

List of Credentials / Authorized Areas						
Document Title	Term	Author. Code	Authorization Description	Subject Code	Subject Description	Expiration Date
Single Subject Teaching Credential	Clear Credential	R1A	This credential authorizes the holder to teach the specific subject or subjects named above as supplementary authorizations in grades twelve and below, including preschool, and in classes organized primarily for adults, unless specific grade restrictions are indicated next to the subject.	CCA	Computer Concepts and Applications	08/01/2024 <a href="#">Edit</a>
Single Subject Teaching Credential	Clear Credential	R1B	This credential authorizes the holder to teach (in grades twelve and below, including preschool, and in classes organized primarily for adults) the subject matter content for the introductory* subject or subjects named above as supplementary authorizations which is typically included for that subject in curriculum guidelines and textbooks for study in grades nine and below.*	IM2	Introductory Mathematics	08/01/2024 <a href="#">Edit</a>
Single Subject Teaching Credential	Clear Credential	R1S	This document authorizes the holder to teach the subject area(s) listed above in grades twelve and below, including preschool, and in classes organized primarily for adults.	HSX	Health Science (Examination)	08/01/2024 <a href="#">Edit</a>

## Step 5: Local Assignment Options/Authorized Areas

Click on the **Edit Local Assignment/Authorized Areas** button.

**Local Assignment Options / Authorized Areas**

[Edit Local Assignment/Authorization Areas](#) 

 [▼ Deprecated Codes](#)

Default view will show Deprecated Codes The page is broken up by **Self-Contained, Academic Subjects, and CTE**.

**Edit Local Assignment Option Status**

Click on each subject category to expand the list below to select how this staff member is Highly Qualified to teach a subject course. When done, scroll to the bottom and click save when done.

2019-20 Subject Codes

Local Assignment Option/Authorization Area

▼ Self-Contained

▼ Academic Subjects

▼ CTE

#### Dropdown Options:

scroll to the bottom and click save when done.

2019-20 Subject Codes

2019-20 Subject Codes

Subject Codes that apply to this Teacher

OLD Subject Codes that apply to this Teacher

- Default View 2019-20 Subject Codes, this will show ALL new codes
- Subject Codes that apply to this Teacher, will show only codes that are currently in use, i.e. class created under that code.
- OLD Subject Codes that apply to this Teacher, will show the OLD state codes and OLD NCLB authorization such as HOUSS, VSSP Option.

#### Page Tools

Local Assignment Option Descriptions can be shown for reference by clicking the **Local Assignment Option/Authorized Area** button.

**Edit Local Assignment Option Status**

Click on each subject category to expand the list below to select how this staff member is Highly Qualified to teach a subject course. When done, scroll to the bottom and click save when done.

2019-20 Subject Codes

Local Assignment Option/Authorization Area

▼ Self-Contained

To expand the codes, click the **Expand All** Button.

**Local Assignments Descriptions**

- 10. § 44256(b)
- 11. § 44258.2
- 12. § 44258.3
- 13. § 44258.7(c)(d) (Annual Renewal)
- 14. § 44263 - Self-Contained (Annual Renewal)
- 15. § 44263 - Departmentalized (Annual Renewal)
- 16. § 44865
- 17. § 80005(b)
- 18. § 80020.4
- 19. § 80020.4.1(a)
- 20. § 48800
- 21. § 76004

**Local Assignments Descriptions**

10. § 44256(b)  
This local assignment option may be used to assign staff to a departmentalized setting, in grades 8 and below, and in any content area. The LEA must verify that the staff member has an elementary or multiple subject base teaching credential and 12 lower or 6 upper semester units in the content that will be taught. A local governing board resolution required.

11. § 44258.2  
This local assignment option may be used to assign staff to a departmentalized setting, in grades 5-8, and in any content area. The LEA must verify that the staff member has a single subject or secondary base teaching credential and 12 lower or 6 upper semester units in the content taught. A local governing board resolution required.

12. § 44258.3  
This local assignment option may be used to assign staff to a departmentalized or self-contained setting, in grades K-12, and in any content area. The LEA must verify that the staff member has a credential based on a Baccalaureate (BA), student teaching, and adequate subject matter knowledge as defined by the local governing board. Specific local governing board policy applies.

13. § 44258.7(c)(d) (Annual Renewal)  
This local assignment option may be used to assign staff to a departmentalized setting.

**Close** **Expand All**

## Step 6: Selecting Authorizations

Choose the **Subject Codes that apply to this Teacher** option from the dropdown. Codes that are currently in use will be shown in **Orange** for easy identification.

Subject Codes that apply to this Teacher \* [Update Subject Categories](#)

[Local Assignment Option/Authorization Area](#)

▼ Self-Contained [Local Assignment Option/Authorization Area](#)

▼ Self-Contained Class [Show All](#)

Check all in category Local Assignment Option/Authorized Area

1000 Self-Contained Class -- SELECT --

▼ Academic Subjects [Local Assignment Option/Authorization Area](#)

▼ English [Show All](#)

Check all in category Local Assignment Option/Authorized Area

9105 English 9 -- SELECT --

9106 English 10 -- SELECT --

9107 English 11 -- SELECT --

9108 English 12 -- SELECT --

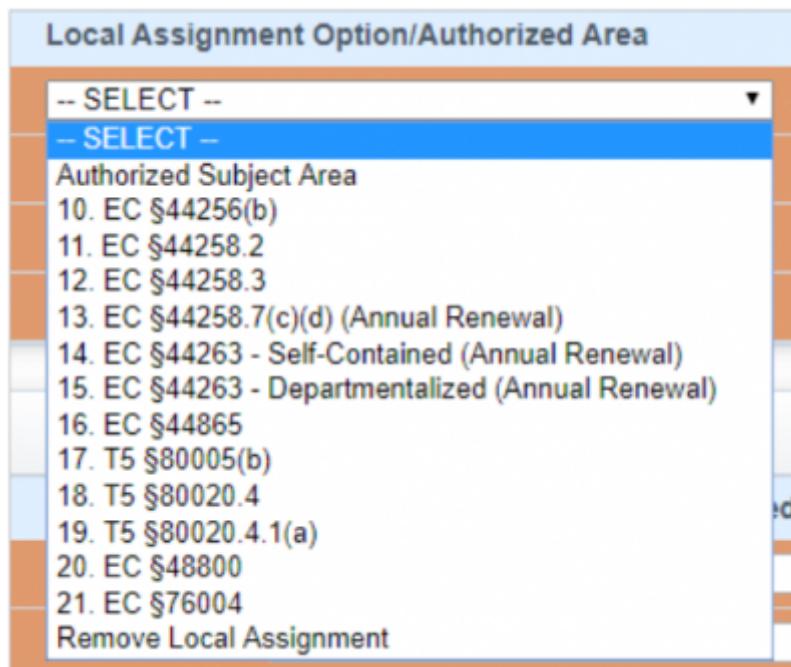
▼ History-Social Science [Local Assignment Option/Authorized Area](#)

Check all in category Local Assignment Option/Authorized Area

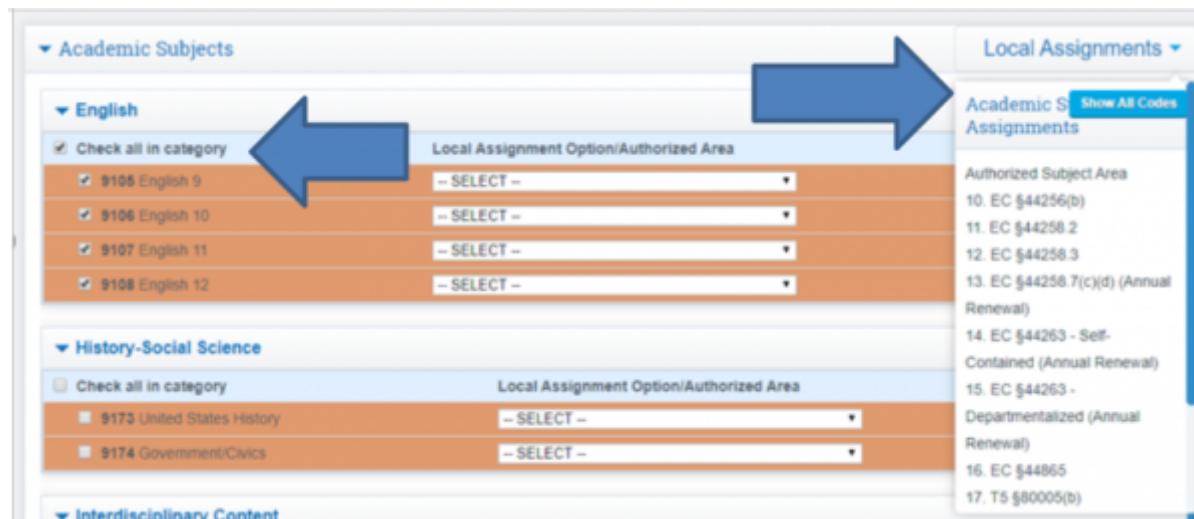
9173 United States History -- SELECT --

9174 Government/Civics -- SELECT --

Select the appropriate authorization for the subject area from the drop down. **Authorized Area or choose a LAO.**



Users can also MASS Select, check the **Check All in Category** box on the left under the subject category and select option from the Local Assignments dropdown on the right.



Academic Subjects

English

Check all in category

Local Assignment Option/Authorized Area

9105 English 9 – SELECT –

9106 English 10 – SELECT –

9107 English 11 – SELECT –

9108 English 12 – SELECT –

History-Social Science

Check all in category

Local Assignment Option/Authorized Area

9173 United States History – SELECT –

9174 Government/Civics – SELECT –

Interdisciplinary Content

Local Assignments

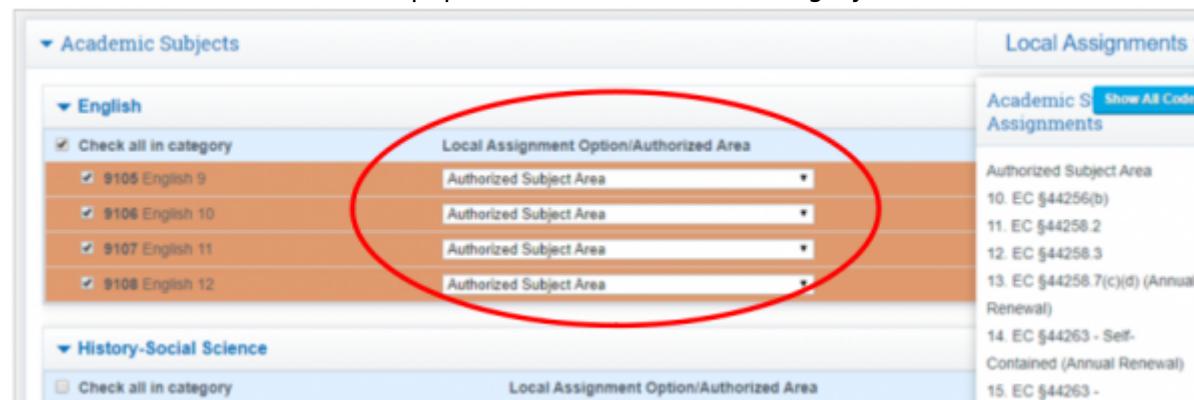
Show All Codes

Academic S Assignments

Authorized Subject Area

10. EC §44256(b)  
11. EC §44256.2  
12. EC §44256.3  
13. EC §44256.7(c)(d) (Annual Renewal)  
14. EC §44263 - Self-Contained (Annual Renewal)  
15. EC §44263 - Departmentalized (Annual Renewal)  
16. EC §44865  
17. T5 §80005(b)

The Authorization selected will auto populate in all courses in category.



Academic Subjects

English

Check all in category

Local Assignment Option/Authorized Area

9105 English 9 Authorized Subject Area

9106 English 10 Authorized Subject Area

9107 English 11 Authorized Subject Area

9108 English 12 Authorized Subject Area

History-Social Science

Check all in category

Local Assignment Option/Authorized Area

Local Assignments

Show All Codes

Academic S Assignments

Authorized Subject Area

10. EC §44256(b)  
11. EC §44256.2  
12. EC §44256.3  
13. EC §44256.7(c)(d) (Annual Renewal)  
14. EC §44263 - Self-Contained (Annual Renewal)  
15. EC §44263 -

Then **SAVE**.

## Local Assignment Option/Authorized Area View

- Closed View



Local Assignment Options / Authorized Areas

Edit Local Assignment/Authorization Areas

Deprecated Codes

English

History-Social Science

Interdisciplinary Content

Mathematics

- Open View

History-Social Science		
State Subject Code	Subject	Local Assignment Option/Authoriz
9173	United States History	16. EC §44865
9174	Government/Civics	16. EC §44865
Interdisciplinary Content		
State Subject Code	Subject	Local Assignment Option/Authoriz
9218	Skills Center/Study Skills/College Readiness	16. EC §44865
Mathematics		
State Subject Code	Subject	Local Assignment Option/Authoriz
9243	Integrated Mathematics III	CREDENTIALED: Authorized Subject Area
9249	Algebra I	CREDENTIALED: Authorized Subject Area
9252	Algebra II	CREDENTIALED: Authorized Subject Area

## Security Information

### Permission Groups with Access

- Administration - access everything EXCEPT security area
- Human Resources - Enter Staff Credentials and Push
- Root Administrator
- Security Administrator

**Security Element:** /admin/credentials.php

From:

<https://schoolpathways.com/knowledgebase/> - **School Pathways Knowledge Base**

Permanent link:

<https://schoolpathways.com/knowledgebase/doku.php?id=products:admin:credentials&rev=1571158952>

Last update: **2019/10/15 17:02**