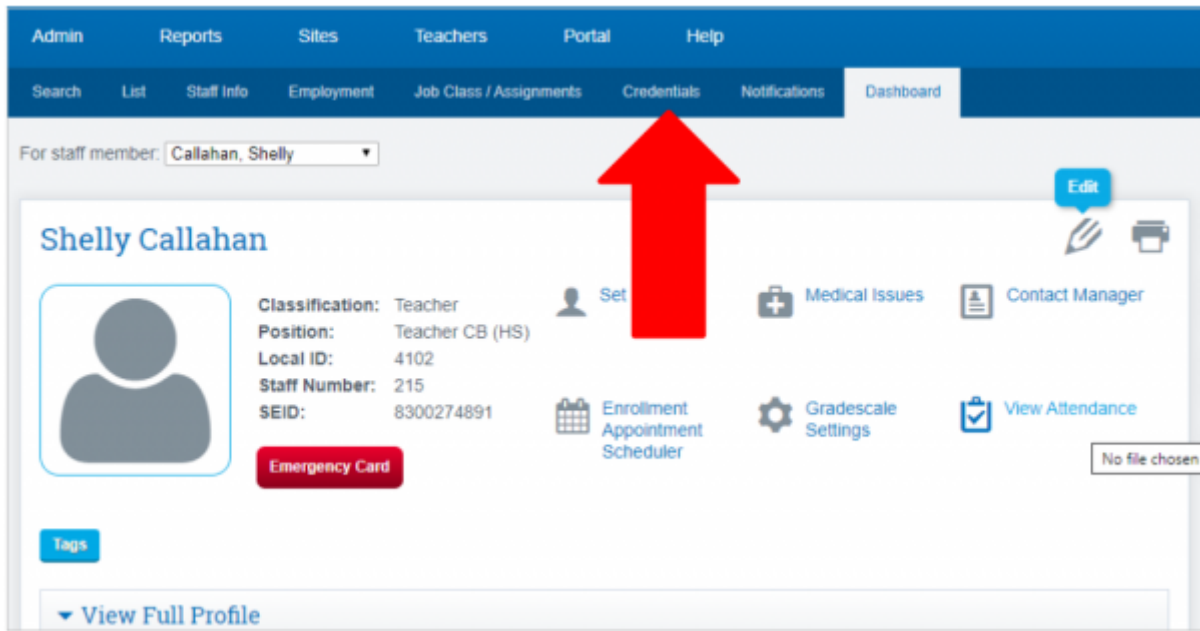


wednesday webinar, admin essential, staff records

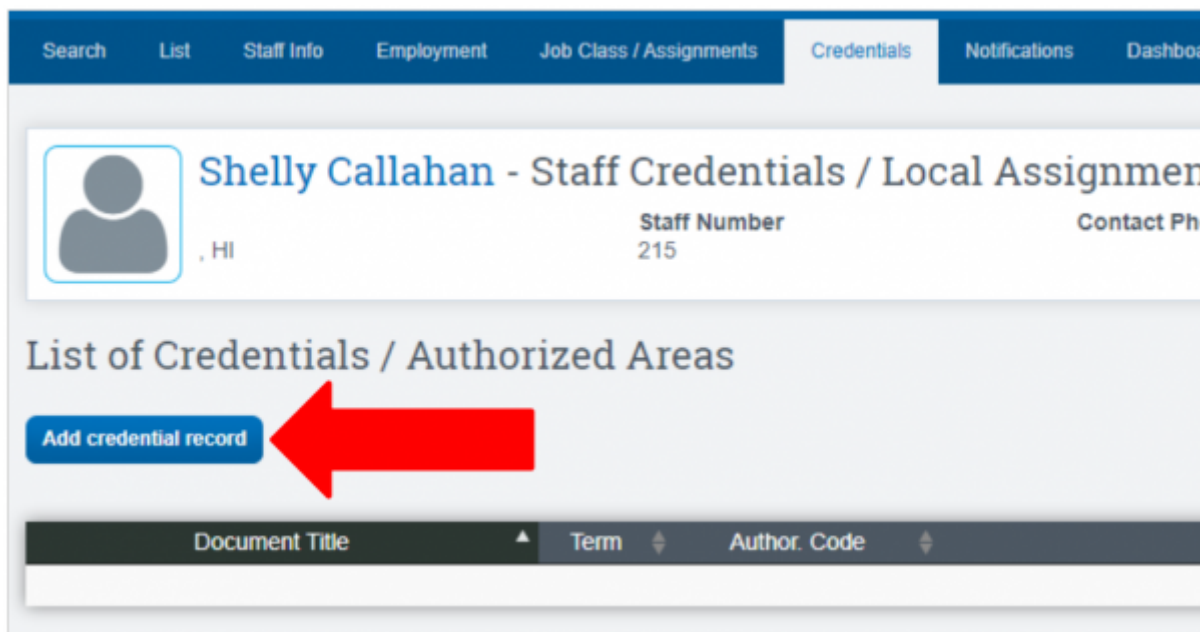
Credential Authorization Data & Local Assignment Options

[staff-credentials-core-course-report.mp4](#)

Step 1: Access Staff Credentials Tab






Step 2: Click on Add Credential Record



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

CTC Link provided [Here](#)

New Document

Document #	<input type="text" value="190153059"/>
Document Title	<input type="text" value="Single Subject Teaching Cre"/>
Term	<input type="text" value="Clear Credential"/>
Issue Date	<input type="text" value="08/01/2019"/>  (Leave blank for today)
Expiration Date	<input type="text" value="08/01/2024"/>  (Leave blank if credential never expires)
Original Issue Date	<input type="text" value="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	5/23/1996	Single Subject Teaching Credential	190153059	Valid	8/1/2019	
5/1/2024	12/2012	Multiple Subject Teaching Credential	170056385	Valid	5/1/2017	

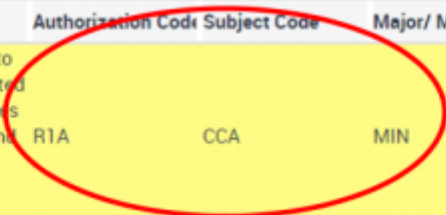
Step 4: Adding Authorization


- 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
<input type="text" value="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.	<input type="text" value="CCA"/>	Computer Concepts and Applications	<input type="text" value="Minor"/>	

Cancel  Delete  Save 

Authorization Description	Authorization Code	Subject Code	Major/ Mii	Subject Description	Ad
> This credential authorizes the holder to teach the specific subject or subjects listed 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.	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	Delete
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	Delete
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	

Buttons: 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

Add credential record

Document Title	Term	Author. Code	Authorization Description	Subject Code	Subject Description	Expiration Date	Edit
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	Edit
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	Edit
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	Edit

Step 5: Local Assignment Options/Authorized Areas

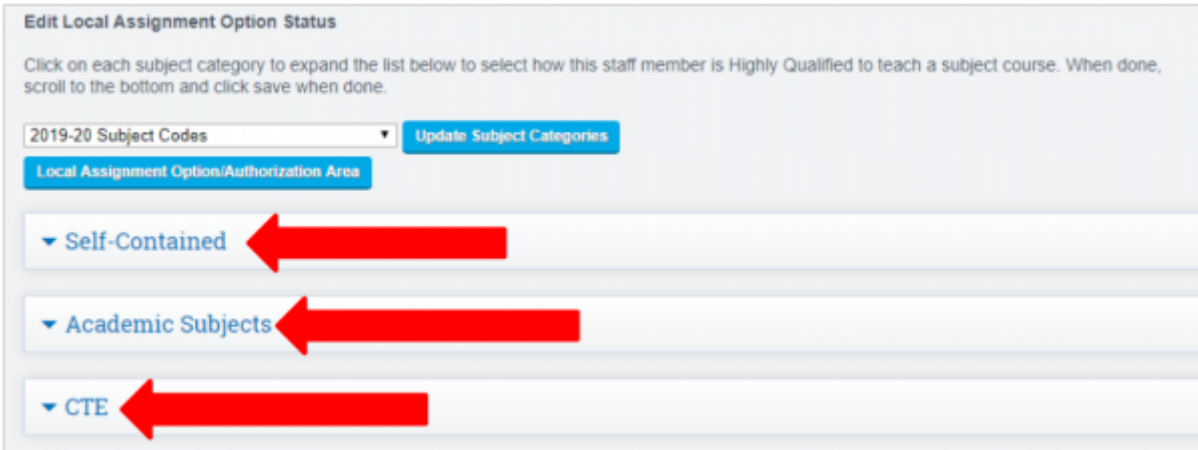
Click on the **Edit Local Assignment/Authorized Areas** button.

Local Assignment Options / Authorized Areas

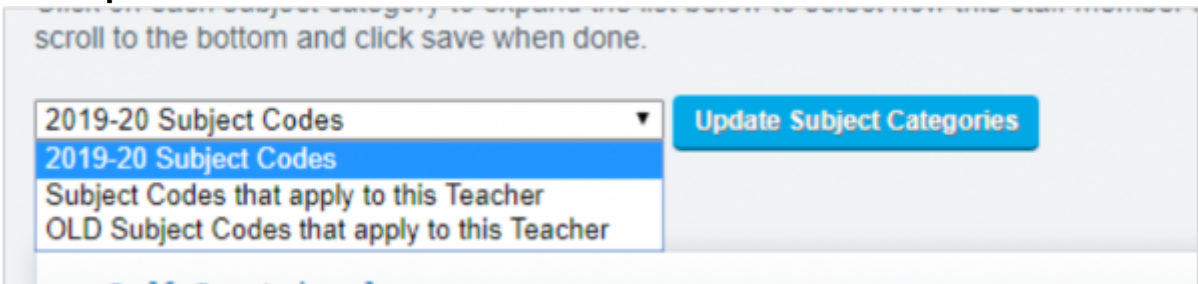
Edit Local Assignment/Authorization Areas ←

▼ **Deprecated Codes** ↑

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



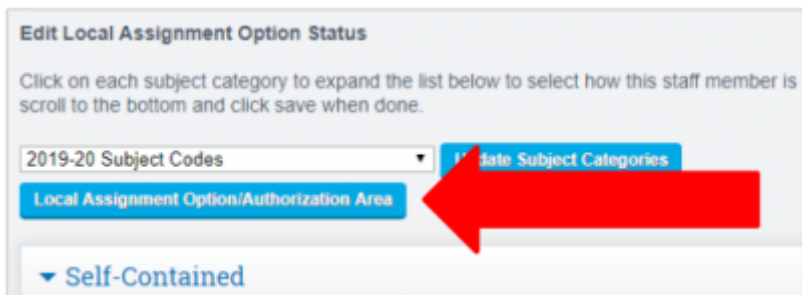
Dropdown Options:



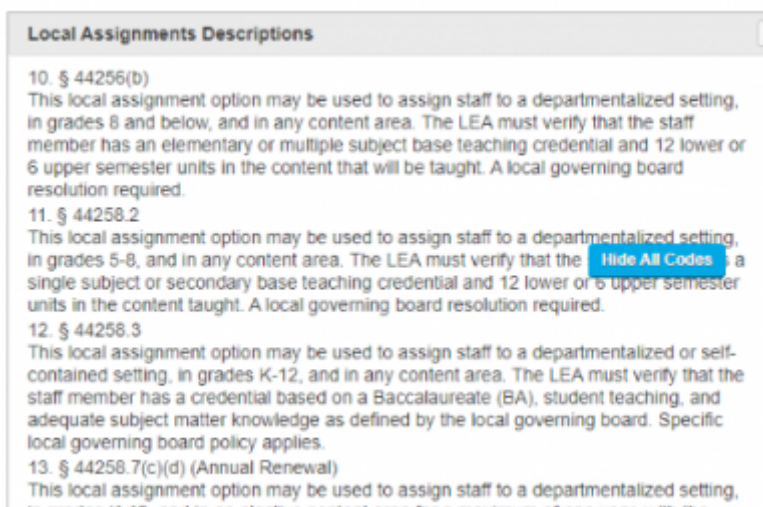
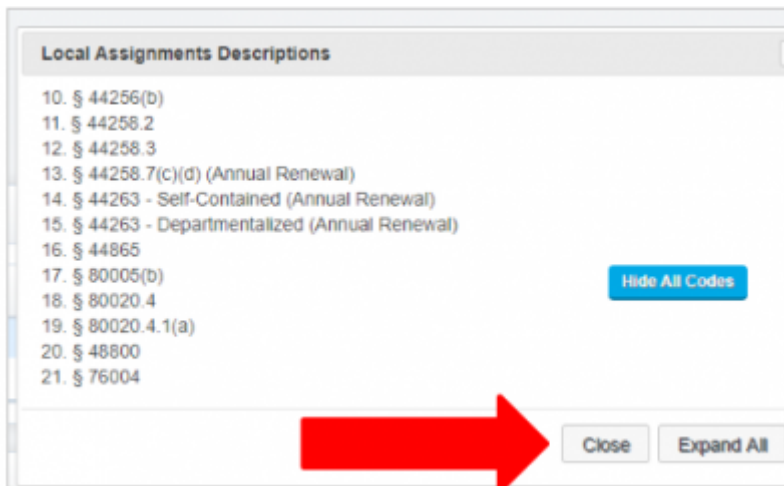
- Default View 2019-20 Subject Codes, this will show ALL new codes
- Subject Codes that apply to this Teacher, will show only codes that are currently in use, i.e. class created under that code.
- OLD Subject Codes that apply to this Teacher, will show the OLD state codes and OLD NCLB authorization such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

Page Tools

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



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



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.

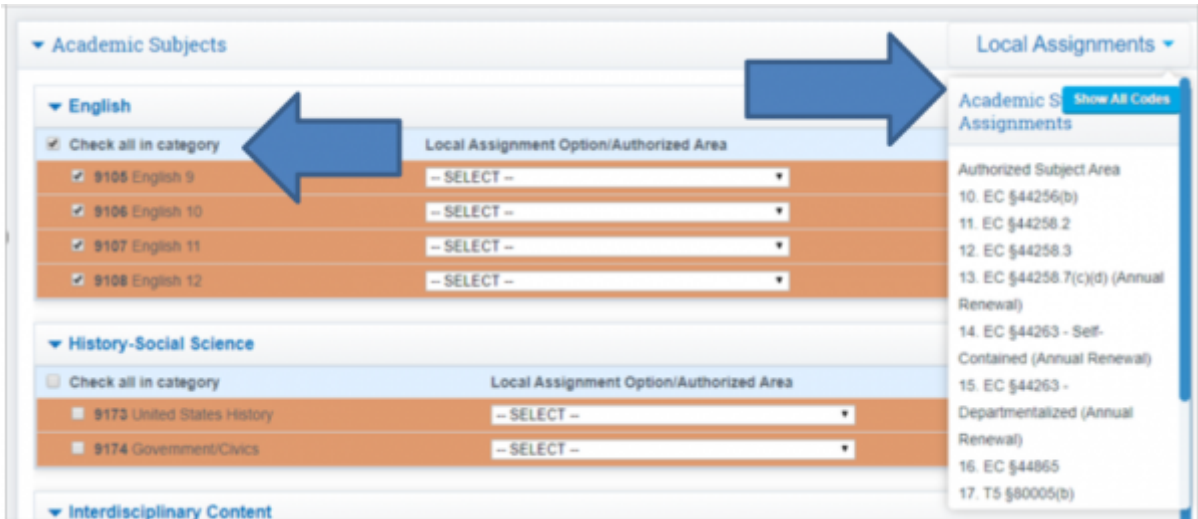
Check all in category	Local Assignment Option/Authorized Area
<input type="checkbox"/>	
<input type="checkbox"/> 1000 Self-Contained Class	-- SELECT --
Academic Subjects	
English	
<input type="checkbox"/>	
<input type="checkbox"/> 9105 English 9	-- SELECT --
<input type="checkbox"/> 9106 English 10	-- SELECT --
<input type="checkbox"/> 9107 English 11	-- SELECT --
<input type="checkbox"/> 9108 English 12	-- SELECT --
History-Social Science	
<input type="checkbox"/>	
<input type="checkbox"/> 9173 United States History	-- SELECT --
<input type="checkbox"/> 9174 Government/Civics	-- SELECT --

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

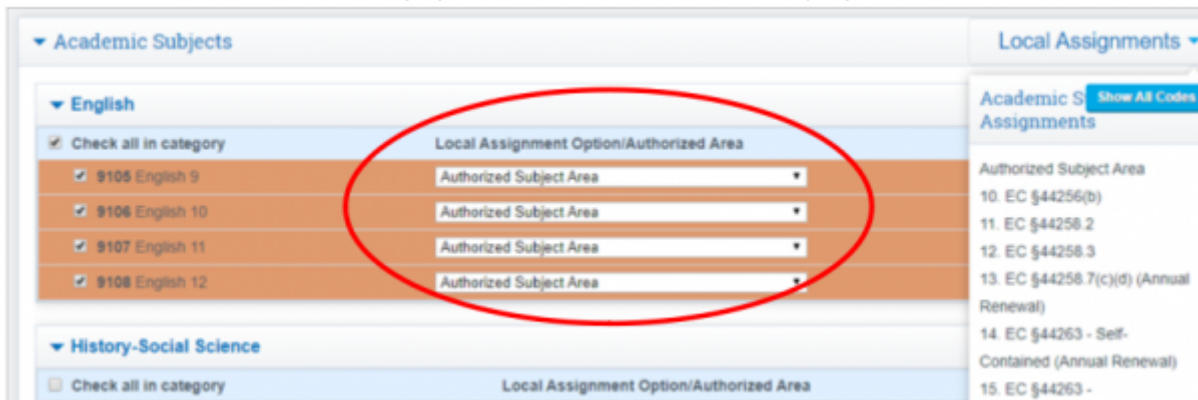
Local Assignment Option/Authorized Area

- SELECT --
- SELECT --
- Authorized Subject Area
- 10. EC §44256(b)
- 11. EC §44258.2
- 12. EC §44258.3
- 13. EC §44258.7(c)(d) (Annual Renewal)
- 14. EC §44263 - Self-Contained (Annual Renewal)
- 15. EC §44263 - Departmentalized (Annual Renewal)
- 16. EC §44865
- 17. T5 §80005(b)
- 18. T5 §80020.4
- 19. T5 §80020.4.1(a)
- 20. EC §48800
- 21. EC §76004
- Remove Local Assignment

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.



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



Then **SAVE**.

Local Assignment Option/Authorized Area View

- Closed View



- Open View

▼ History-Social Science		
State Subject Code ? *	Subject	Local Assignment Option/Author
9173	United States History	15. EC §44865
9174	Government/Civics	15. EC §44865

▼ Interdisciplinary Content		
State Subject Code ? *	Subject	Local Assignment Option/Author
9215	Skills Center/Study Skills/College Readiness	15. EC §44865

▼ Mathematics		
State Subject Code ? *	Subject	Local Assignment Option/Author
9243	Integrated Mathematics III	CREDENTIALLED: Authorized Subject Area
9249	Algebra I	CREDENTIALLED: Authorized Subject Area
9252	Algebra II	CREDENTIALLED: 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=1582220710>

Last update: **2020/02/20 17:45**