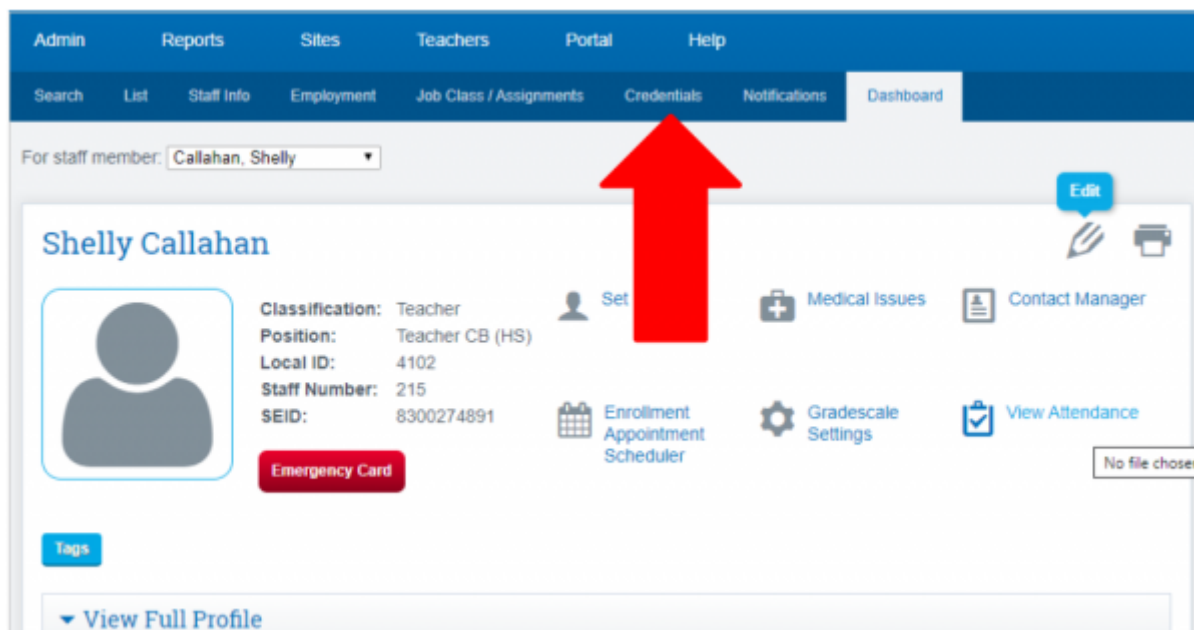


[wednesday webinar](#), [admin essential](#), [staff records](#)

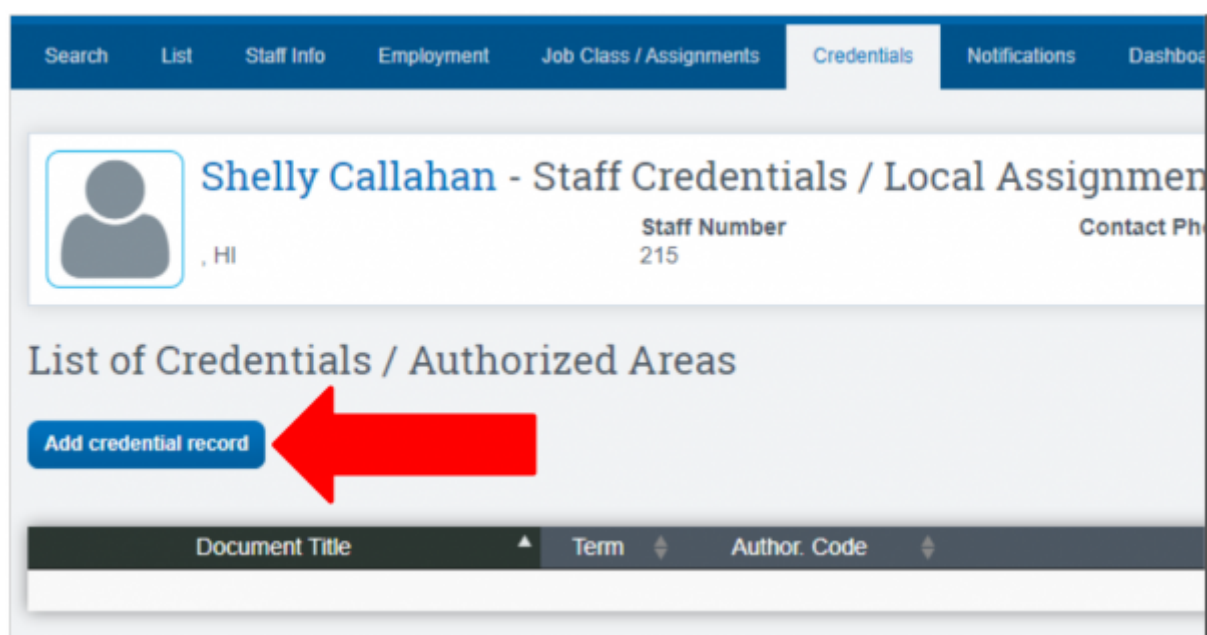
Credential Authorization Data & Local Assignment Options

[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 #	190153059	
Document Title	Single Subject Teaching Cre	
Term	Clear Credential	
Issue Date	08/01/2019	(Leave blank for today)
Expiration Date	08/01/2024	(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
> 8/1/2024	5/23/1996	Single Subject Teaching Credential	190153059	Valid	8/1/2019
5/1/2024	5/1/2017	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
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	

Cancel Delete Save

Authorization Description	Authorization Code	Subject Code	Major/Min	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	

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 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**.

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 Update Subject Categories

Local Assignment Option/Authorization Area

▼ Self-Contained

▼ Academic Subjects

▼ CTE

Dropdown Options:

2019-20 Subject Codes Update Subject Categories

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 HOUSSE, 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

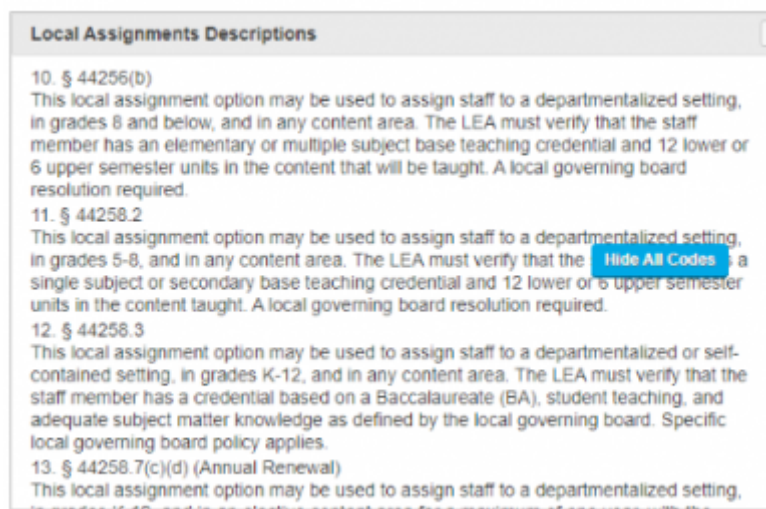
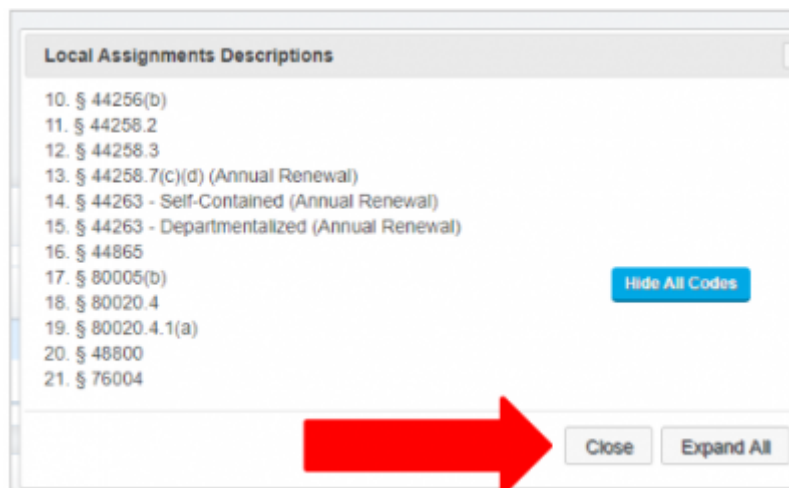
Click on each subject category to expand the list below to select how this staff member is scroll to the bottom and click save when done.

2019-20 Subject Codes Update Subject Categories

Local Assignment Option/Authorization Area

▼ Self-Contained

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.

Subject Codes that apply to this Teacher

Update Subject Categories

Local Assignment Option/Authorization Area

Self-Contained

Local Assignment

Self-Contained Class

Show All

Check all in category

Local Assignment Option/Authorized Area

1000 Self-Contained Class

-- SELECT --

Academic Subjects

Local Assignment

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

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.**

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.

https://schoolpathways.com/knowledgebase/

Printed on 2025/12/17 03:34

▼ Academic Subjects

▼ English

☒ Check all in category

Local Assignment Option/Authorized Area

☒ 9106 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 ▼

Academic S [Show All Codes](#)
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. TS §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

☒ 9106 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 ▼

Academic S [Show All Codes](#)
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	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

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<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**