CREDENTIAL DATA ENTRY (PSL-W032)
Sacramento City Unified School District

1.0 SCOPE:

1.1. Credential Data Entry

2.0 RESPONSIBILITY:

2.1. Credential Specialist

3.0 APPROVAL AUTHORITY:

3.1. Director of Human Resource Services

_____ _____
Signature   Date

3.2. Credential Specialist

4.0 **DEFINITIONS:**

4.1. CCTC – Commission on Teacher Credentialing

4.2. ESCAPE – Employee data program

4.3. CS—Credential Specialist

4.4. BMI - BMI Imaging System is a company of Online Technology Group (OTG) Software

4.5. HRS—Human Resource Services

5.0 PROCEDURE:

5.1. Credential is received from employee or CCTC to be updated in employee's credential screen by CS

5.2. CS pulls up employee by social security number or last name in Escape

5.3. "Control C" to Credential Screen

5.4. "Alt", "Copy Current Record"

5.5. "Shift, Enter" for menu options for : Type, Title, and Grade Level (Codes are located in Assignment Manual Binder on upper shelf)

5.6. Type in issuance and expiration date

5.7. "Shift, Enter" for menu for subject authorizations if applicable

5.8. Enter County Office of Education recording date if available

5.9. "F3" to save changes and exit out of record

5.10.   Scan document to employee's BMI record

6.0 ASSOCIATED DOCUMENTS:

6.1. Credential

7.0 RECORDS RETENTION TABLE

Identification	Storage	Retention	Disposition	Protection
Teaching credential	Employee Personnel File	Life of employee	Discard As Desired	Access limited to HRS staff (in BMI)

8.0 REVISION HISTORY

Date:	Rev:	Description of Revision
12/03/04	A	Initial release
10/08/07	B	Approval Authority department name change

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