

# South Dakota Staff Credentials Import

Last Modified on 10/22/2022 9:46 am CDT

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This information is specific to South Dakota state-level users.

**PATH:** *Census > Tools > Import Wizard > Staff Credential Import Type*

The Staff Credential Import includes the qualifying credentials earned by a staff member. Files created by the [Credentials Extract \(South Dakota\)](#) can be used for this import.

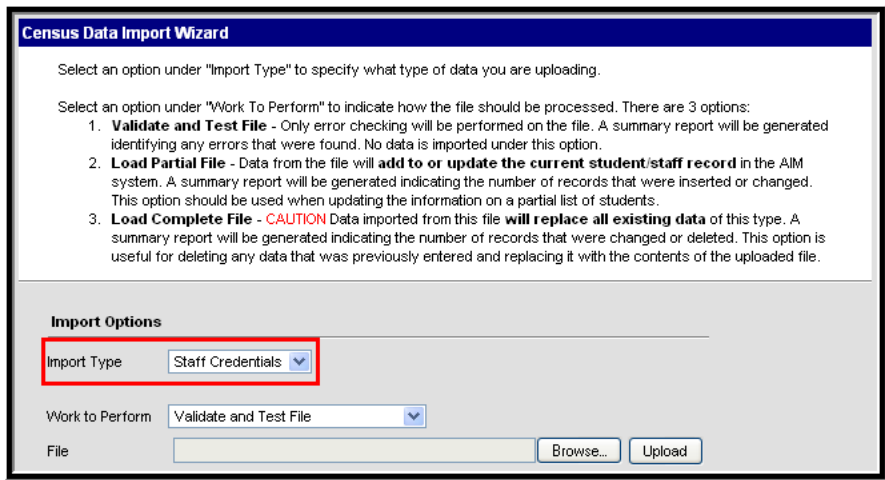


Image 1: Import Wizard > Staff Credentials

## Logic and Validations

The following describes the logic and setup used in the Staff Credentials Import.

- Each line should represent a staff member's education degree or highly qualified status. A staff person with more than one credential record will have a line for each.
- Any employment credential record with an employment credential type of HQ or ED will be imported for staff members who have a Staff State ID and an active district employment record.
- Staff matching logic verifies using the SAUID and the StaffStateID.

	A	B	C	D	E	F	G	H	I	J	K
1	SAUID	StaffStateID	CredentialTy	StartDate	EndDate	SubjectArea	HQTMMethod	HousseDate	FullCertification	LepCredential	RelatedSvcCre
2	1200	111111	HQ	9/9/2009		ELEM	ACC		N		
3	1200	111111	HQ	12/13/2009		ELEM	AMAJ		N		
4	1200	111111	HQ	4/27/2010		SPED	AMAJ		N		
5	1200	111111	ED	9/9/2009		CORE	RSUB		N		
6	1200	111111	ED	9/9/2009		CORE	AMAJ		N		

Image 2: Staff Credentials Import

## Import Layout

The following table lists the data elements included in the layout.

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
<b>SAUID</b>	The district's state-assigned identification number. An error will generate if the field is not populated or if the entry is not a valid SAUID.	Numeric, 4 digits	district.districtID	System Administration > Resources > District Information > State District Number
<b>Staff State ID</b>	Staff member's state-issued identification number. An error will generate if the field is not populated or if the entry is not a valid Staff State ID.	Numeric, 6 digits	person.stateStaffID	Census > People > Demographics > Person Identifiers > State Staff ID
<b>Credential Type</b>	Indicates the type of credential the staff member has earned. An error will generate if the field is not populated or if the entry is not a valid Credential Type. Options include: <ul style="list-style-type: none"> <li>• HQ: Highly Qualified</li> <li>• ED: Education</li> <li>• LC: Licensure/Certification</li> <li>• OT: Other</li> </ul>	Alphanumeric, 2 characters	employmentCredential. employmentCredentialType	Census > People > Credentials > Type
<b>Start Date</b>	Staff member's start date for the credential. An error will generate if the field is not populated or if the entry is not in the correct format.	Date field, 10 characters YYYY-MM-DD	employmentCredential. startDate	Census > People > Credential > Start Date
<b>End Date</b>	Staff member's end date for the credential. An error will generate if the entry is not in the correct format.	Date field, 10 characters YYYY-MM-DD	employmentCredential. endDate	Census > People > Credential > End Date

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
<b>Subject Area</b>	<p>Content teaching assignment used for HQ Status determination. Appears on the Highly Qualified Credential editor. An error will generate if the entry is not a valid Subject Area. Options include:</p> <ul style="list-style-type: none"> <li>• NA: Not Applicable</li> <li>• CORE: Core Academic Subject Area</li> <li>• ELEM: Basic Elementary Curriculum</li> <li>• SPED: Special Education Content</li> </ul>	Alphanumeric, 4 characters	employmentCredential.subjectType employmentCredential.coreSubject	Census > People > Credential > Highly Qualified > Subject Type
<b>HQT Method</b>	<p>Indicates the method used to determine the HQ status. Appears on the Highly Qualified Credential editor. An error will generate if the field is not populated or if the entry is not a valid HQT Method. Options include:</p> <ul style="list-style-type: none"> <li>• ACC: Advanced Certification or Credential</li> <li>• AMAJ: Academic Major</li> <li>• CEAM: Coursework Equivalent to Academic Major</li> <li>• RSUB: Rigorous Subject Matter Test</li> </ul>	Alphanumeric, 2 characters	employmentCredential.subjectCompetency	Census > People > Credential > Highly Qualified > Subject Matter Competency
<b>Housse Date</b>	Data the High Objective Uniform State Stand of Evaluation rubric was completed. Appears on the Highly Qualified Credential editor. An error will generate if the entry is not in the valid date format.	Date field, 10 characters YYYY-MM-DD	employmentCredential.housseDate	Census > People > Credential > Highly Qualified > HOUSSE Completion Date
<b>Full Certification</b>	Indicates the staff member is fully certified. Appears on the Licensure Credential editor. This field is required if the Credential Type is LC.	Alphanumeric, 1 character  Y or N	employmentCredential.fullCertification	Census > People > Credential > Licensure/Certificati > Fully Certified

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
<b>LEP Credential</b>	<p>Indicates the staff person has a Limited English Proficiency credential. Appears on the Licensure Credential editor.</p> <p>See options in the <a href="#">LEP Credentials Options</a> table following.</p>	Alphanumeric, 5 digits	employmentCredential. lepCredential	Census > People > Credential > Licensure/Certificati > LEP Credential
<b>Related Services Credential</b>	<p>Indicates the staff person has a special education services credential. Appears on the Licensure Credential editor.</p> <p>See options in the <a href="#">SPED Related Services Credential Options</a> table following.</p>	Alphanumeric, 11 characters	employmentCredential. spedRelatedService	Census > People > Credential > Licensure/Certificati > SPED Related Services Credential
<b>License Number</b>	<p>Lists the license number assigned to the staff person. Appears on the Licensure Credential editor.</p>	Alphanumeric, 30 characters	employmentCredential. licenseNumber	Census > People > Credential > Licensure/Certificati > License Number
<b>License Type</b>	<p>Indicates the type of certification received. Appears on the Licensure Credential editor.</p> <p>Valid options are:</p> <ul style="list-style-type: none"> <li>• REG: Regular/Full</li> <li>• TMP: Temporary</li> <li>• EMG: Emergency</li> <li>• PRO: Provisional</li> </ul>	Alphanumeric, 3 characters	employmentCredential. licenseType	Census > People > Credential > Licensure/Certificati > License Type
<b>Education Level</b>	<p>Level of education the staff member has completed. Appears on the Education Credential editor.</p> <p>See option in the <a href="#">Education Level Options</a> table following.</p> <p>An error will generate if the field is not populated or if the entry is not a valid Education Level.</p>	Alphanumeric, 3 digits	employmentCredential. degreeType	Census > People > Credential > Education Level
<b>Institution Type</b>	Not applicable.	Not applicable.	Not applicable.	Not applicable.
<b>Degree School</b>	Not applicable.	Not applicable.	Not applicable.	Not applicable.

Data Element	Description	Format, Type and Length	Campus Database	Campus Interface
<b>DegreeState</b>	Not applicable.	Not applicable.	Not applicable.	Not applicable.

## LEP Credentials Options

Code	Description
<b>ESL</b>	English as a Second Language
<b>SPKOT</b>	Teachers of English to Speakers of Other Languages
<b>ENGLL</b>	Teachers of English Language Learners
<b>BILI</b>	Bilingual Education
<b>CERT</b>	Certified in content with ESL/BE PD training
<b>BOTH</b>	Both ESL and BE
<b>ENDS</b>	Endorsed for ESL, TESOL, TELL, or BE

## SPED Related Services Credential Options

Code	Description
<b>AUDIO</b>	Audiologists
<b>COUNSELOR</b>	Counselors and Rehabilitation Counselors
<b>INTERPRET</b>	Interpreters
<b>MEDNURSE</b>	Medical/Nursing Service Staff
<b>OCCTHERAP</b>	Occupational Therapists
<b>ORIENTMOBIL</b>	Orientation and Mobility Specialist
<b>PEANDREC</b>	Phys Ed, Recreation, Therapeutic Rec Specialists
<b>PHYSTHERAP</b>	Physical Therapists
<b>PSYCH</b>	Psychologists
<b>SOCIALWORK</b>	Social Workers
<b>SPEECHPATH</b>	Speech-language Pathologists

## Education Level Options

Code	Description
<b>HS</b>	High School Diploma
<b>GED</b>	GED or Equivalent
<b>A</b>	Associates
<b>AA</b>	Associate of Arts (A.A.)

Code	Description
<b>AS</b>	Associate of Science (A.S.)
<b>AAS</b>	Associate of Applied Science (A.A.S.)
<b>B</b>	Bachelors
<b>BA</b>	Bachelor of Arts (B.A.)
<b>BS</b>	Bachelor of Science (B.S.)
<b>BFA</b>	Bachelor of Fine Arts (B.F.A.)
<b>BBA</b>	Bachelor of Business Administration (B.B.A.)
<b>BED</b>	Bachelor of Education (B.Ed.)
<b>FPD</b>	First Professional Degree
<b>M</b>	Masters
<b>MA</b>	Master of Arts (M.A.)
<b>MS</b>	Master of Science (M.S.)
<b>MED</b>	Master of Education (M.Ed.)
<b>MBA</b>	Master of Business Administration (M.B.A.)
<b>CAGS</b>	Certificate in Advanced Graduate Study
<b>JD</b>	Juris Doctor
<b>EDD</b>	Educational Doctorate (Ed.D.)
<b>EDS</b>	Educational Specialist (Ed.S.)
<b>PHD</b>	Doctor of Philosophy (Ph.D.)
<b>MD</b>	Doctor of Medicine (MD)
<b>PSD</b>	Doctor of Psychology (Psy.D.)