

Staff Credentials Import (Maine)

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

[Logic and Validations](#) | [Import Layout](#)

This information is specific to Maine users. This tool is available in versions of Infinite Campus in Maine (i.e., Maine Edition, District Edition and State Edition).

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

The Staff Assignment Import includes people who have a District Assignment records within the effective year and effective data who have a State Title selected on their District Assignment record.

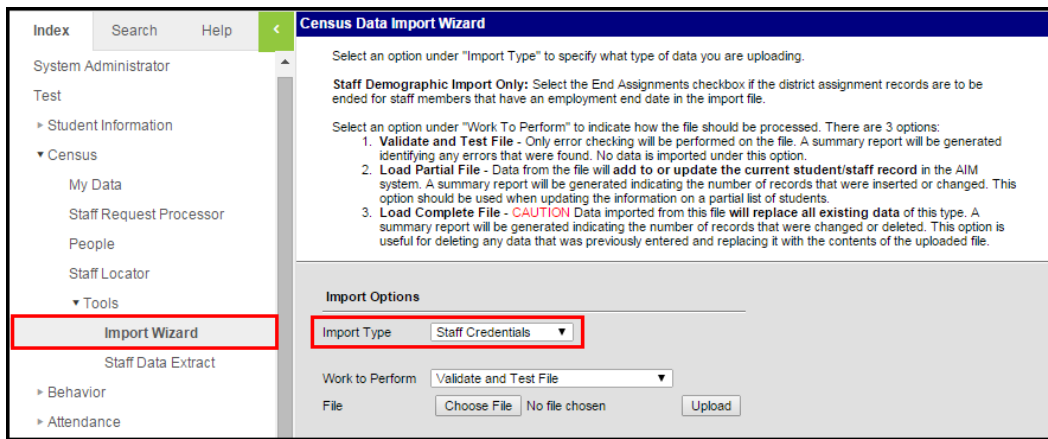


Image 1: Staff Credentials Import

Logic and Validations

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

- Each line represents a staff person's education degree or highly qualified status. A staff person may have more than one record.
- Any employment credential record that has an employment credential type of **HQ** or **ED** will be imported for those staff members who have a Staff State ID and an active district employment record.
- A match is done using the SAUID and the StaffStateID.

Import Layout

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

See the [Credentials](#) page for more information.

Data Element	Description	Format, Type and Length	Campus Database	Campus Inter
SAUID	The district's state-assigned identification number. The following situations will cause an error to occur upon importing: <ul style="list-style-type: none"> • If field is not populated • If entry is not a valid SAUID 	Numeric, 4 digits	district.districtID	System Administratic Resources > Information > District Num1

Data Element	Description	Format, Type and Length	Campus Database	Campus Inter
Staff State ID	<p>Staff person's state-issued identification number.</p> <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> • If field is not populated • If entry is not a valid Staff State ID 	Numeric, 6 digits	person.stateStaffID	Census > Per Demographic Person Ident State Staff ID
Credential Type	<p>Indicates the type of credential the staff person has.</p> <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> • If field is not populated • If entry is not a valid Credential Type 	Alphanumeric, 2 characters	employmentCredential. employmentCredential Type	Census > Per Credential >
Start Date	<p>Staff person's start date of the credential</p> <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> • If field is not populated • If entry is not in the correct format 	Date field, 10 characters YYYY-MM-DD	employmentCredential. startDate	Census > Per Credential > Date
End Date	<p>Staff person's end date of the credential</p> <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> • If entry is not in the correct format 	Date field, 10 characters YYYY-MM-DD	employmentCredential. endDate	Census > Per Credential >
Subject Area	<p>Content teaching assignment used for HQ Status determination. Appears on the Highly Qualified Credential editor.</p> <p>This is a required entry if the Credential type is HQ or ED. An error will occur if the entry is not a valid Subject Area.</p> <p>Valid entries are as follows:</p> <ul style="list-style-type: none"> • ELEM • SPED • ENG • SOC • SCI • MAT • ART • LNG • SPD • ESL • NA <p>If value is ELEM, SPED or NA, data will be saved in Employment Credential.subject; if value is another option listed above, the data will be saved in EmploymentCredential.subject and EmploymentCredential.coreSubjectType.</p>	Alphanumeric, 4 characters	employmentCredential. subjectType employmentCredential. coreSubject	Census > Per Credential > Qualified > S Area

Data Element	Description	Format, Type and Length	Campus Database	Campus Inter
HQT Method	<p>Indicates the method used to determine the HQ status. Appears on the Highly Qualified Credential editor.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> • 01 • 02 • 03 • 04 • 05 • 06 <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> ◦ If Credential Type is HQ and HQTMethod is NULL ◦ If Credential Type is not HQ and HQTMethod IS NOT NULL ◦ If entry is not a valid HQTMethod 	Alphanumeric, 2 characters	employmentCredential.subjectCompetency	Census > Per Credential > Qualified > H Demonstratic Method
Housse Date	<p>Data the High Objective Uniform State Stand of Evaluation rubric was completed. Appears on the Highly Qualified Credential editor.</p> <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> • If HQTMethod is 06 and HousseDate is NULL • If HQTMethod is not 06 and HousseDate is not NULL • If entry is not in the valid date format 	Date field, 10 characters YYYY-MM-DD	employmentCredential.housseDate	Census > Per Credential > Qualified > H Completion C
Full Certification	<p>Indicates the staff person is fully certified. Appears on the Licensure Credential editor. This field is required if the Credential Type is LC.</p>	Alphanumeric, 1 character Y or N	employmentCredential.fullCertification	Census > Per Credential > Licensure/Ce > Full Certific
LEP Credential	<p>Indicates the staff person has a Limited English Proficiency credential. Appears on the Licensure Credential editor.</p> <p>Valid options are:</p> <ul style="list-style-type: none"> • ESL • SPKOT • ENGLL • BILI • CERT • BOTH • ENDS 	Alphanumeric, 5 digits	employmentCredential.lepCredential	Census > Per Credential > Licensure/Ce > Hours per

Data Element	Description	Format, Type and Length	Campus Database	Campus Inter
Related Services Credential	Indicates the staff person has a special education related services credential. Appears on the Licensure Credential editor. Valid options are: <ul style="list-style-type: none"> • AUDIO • SPECPATH • INTERPRET • PSYCH • OCCTHERAP • PHYSTHERAP • PEANDREC • SOCIALWORK • MEDNURSE • COUNSELOR • ORIENTMOBIL 	Alphanumeric, 11 characters	employmentCredential.spedRelatedService	Census > Per Credential > Licensure/Ce > SPED Relat Services Cre
License Number	Lists the license number assigned to the staff person. Appears on the Licensure Credential editor.	Alphanumeric, 30 characters	employmentCredential.licenseNumber	Census > Per Credential > Licensure/Ce > License Nu
License Type	Indicates the type of certification received. Appears on the Licensure Credential editor. Valid options are: <ul style="list-style-type: none"> • REG: Regular/Full • TMP: Temporary • EMG: Emergency • PRO: Provisional 	Alphanumeric, 3 characters	employmentCredential.licenseType	Census > Per Credential > Licensure/Ce > License Ty
Education Level	Level of education the staff person has completed. Appears on the Education Credential editor. Valid options are: <ul style="list-style-type: none"> • Q • A • B • C • D • E • F • G • H • J • R • K • L • S • M • N • P <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> ◦ If Credential Type is ED and Degree Type is NULL ◦ If Credential Type is not ED and Degree Type is not NULL ◦ If entry is not a valid Education Level 	Alphanumeric, 3 digits	employmentCredential.degreeType	Census > Per Credential > Education Le

Data Element	Description	Format, Type and Length	Campus Database	Campus Inter
Institution Type	<p>Indicates the type of institution from where the staff person was education. Appears on the Education Credential editor.</p> <p>Valid options are:</p> <ul style="list-style-type: none"> • CO • PR • PU • UN <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> ◦ If Credential Type is ED and Institution Type is NULL ◦ If Credential Type is not ED and Institution Type is not NULL ◦ If entry is not a valid Institution Type \\\\\\ 	Alphanumeric, 2 digits	employmentCredential.InstitutionType	Census > Per Credential > Institution
Degree School	<p>Indicates the campus where the staff person's first bachelor's degree was earned. Appears on the Education Credential editor.</p> <p>Valid options are:</p> <ul style="list-style-type: none"> • 01 • 02 • 03 • 04 • 05 • 06 • 07 • 08 • 09 • 31 • 32 • 33 • 34 • 35 • 36 • 37 • 77 • 88 <p>The following situations will cause an error to occur upon importing:</p> <ul style="list-style-type: none"> ◦ If Credential Type is ED and Degree School is NULL ◦ If Credential Type is not ED and Degree School is not NULL ◦ If entry is not a valid Degree School \\\\\\ 	Alphanumeric, 2 digits	employmentCredential.campusCode	Census > Per Credential > Code
State	<p>Indicates the state in which the credential was received.</p> <p>See the State and Province Codes on the Maine Department of Education site for a list of valid entries.</p>	Alphanumeric, 2 characters	employmentCredential.state	Census > Per Credentials >