

## **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.

Index	Search	Help	Census Data Import Wizard				
System Administrator			Select an option under "Import Type" to specify what type of data you are uploading.				
Test			Staff Demographic Import Only: Select the End Assignments checkbox if the district assignment records are to be ended for staff members that have an employment end date in the import file.				
<ul> <li>Student Information</li> <li>Census         <ul> <li>My Data</li> <li>Staff Request Processor</li> <li>People</li> </ul> </li> </ul>		cessor	<ol> <li>Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:         <ol> <li>Validate and Test File - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.</li> <li>Load Partial File - Data from the file will add to or update the current studentstaff record in the AIM system. A summary report will be generated indicating the number of records that were stend. On the AIM system. A summary report will be generated indicating the number of records that were stend or changed. This option should be used when updating the information on a partial ist of students.</li> <li>Load Complete File - CAUTION Data imported from this file will replace all existing data of this type. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.</li> </ol> </li> </ol>				
Staff Locator Tools			Import Options				
Import Wizard		ard	Import Type Staff Credentials				
Staff Data Extract ▶ Behavior ▶ Attendance		xtract	Work to Perform     Validate and Test File       File     Choose File       No file chosen     Upload				

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 educations 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	<ul> <li>The district's state-assigned identification number.</li> <li>The following situations will cause an error to occur upon importing: <ul> <li>If field is not populated</li> <li>If entry is not a valid SAUID</li> </ul> </li> </ul>	Numeric, 4 digits	district.districtID	System Administratic Resources > Information > District Numl



Data Element	Description	Format, Type and Length	Campus Database	Campus Inter
Staff State ID	<ul> <li>Staff person's state-issued identification number.</li> <li>The following situations will cause an error to occur upon importing: <ul> <li>If field is not populated</li> <li>If entry is not a valid Staff State ID</li> </ul> </li> </ul>	Numeric, 6 digits	person.stateStaffID	Census > Pe Demographic Person Identi State Staff IE
Credential Type	<ul> <li>Indicates the type of credential the staff person has.</li> <li>The following situations will cause an error to occur upon importing: <ul> <li>If field is not populated</li> <li>If entry is not a valid Credential Type</li> </ul> </li> </ul>	Alpahnumeric, 2 characters	employmentCredential. employmentCredential Type	Census > Per Credentials >
Start Date	<ul> <li>Staff person's start date of the credential</li> <li>The following situations will cause an error to occur upon importing: <ul> <li>If field is not populated</li> <li>If entry is not in the correct format</li> </ul> </li> </ul>	Date field, 10 characters YYYY-MM-DD	employmentCredential. startDate	Census > Pe Credential > Date
End Date	<ul><li>Staff person's end date of the credential</li><li>The following situations will cause an error to occur upon importing:</li><li>If entry is not in the correct format</li></ul>	Date field, 10 characters YYYY-MM-DD	employmentCredential. endDate	Census > Per Credential >
Subject Area	Content teaching assignment used for HQ Status determination. Appears on the Highly Qualified Credential editor. 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. Valid entries are as follows: • ELEM • SPED • ENG • SOC • SCI • MAT • ART • LNG • SPD • ESL • NA • 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.subect and EmploymentCredential.coreSubjectType.	Alphanumeric, 4 characters	employmentCredential. subjectType employmentCredental. coreSubject	Census > Per Credential > Qualified > S Area



Data Element	Description	Format, Type and Length	Campus Database	Campus Inte
HQT Method	Indicates the method used to determine the HQ status. Appears on the Highly Qualified Credential editor. Valid values are: • 01 • 02 • 03 • 04 • 05 • 06 The following situations will cause an error to occur upon importing: • 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 > Pe Credential > Qualified > H Demonstratio Method
Housse Date	<ul> <li>Data the High Objective Uniform State Stand of Evaluation rubric was completed. Appears on the Highly Qualified Credential editor.</li> <li>The following situations will cause an error to occur upon importing: <ul> <li>If HQTMEthod is 06 and HousseDate is NULL</li> <li>If HQTMethod is not 06 and HousseDate is not NULL</li> <li>If entry is not in the valid date format</li> </ul> </li> </ul>	Date field, 10 characters YYYY-MM-DD	employmentCredential. housseDate	Census > Per Credential > Qualified > H Completion E
Full Certification	Indicates the staff person 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 > Per Credential > Licensure/Ce > Full Certfic
LEP Credential	Indicates the staff person has a Limited English Proficiency credential. Appears on the Licensure Credential editor. Valid options are: • 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: • AUDIO • SPECHPATH • INTERPRET • PSYCH • OCCTHERAP • PHYSTHERAP • PEANDREC • SOCIALWORK • MEDNURSE • COUNSELOR • ORIENTMOBIL	Alphanumeric, 11 characters	employmentCredential. spedRelatedService	Census > Pe Credential > Licensure/Ce > SPED Rela Services Crea
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: • 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: • Q • A • B • C • D • E • F • G • H • J • R • K • L • S • M • N • P The following situations will cause an error to occur upon importing: • If Credential Type is ED and Degree Type is NULL • If Credential Type is not ED and Degree 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	Indicates the type of institution from where the staff person was education. Appears on the Education Credential editor. Valid options are: • CO • PR • PU • UN The following situations will cause an error to occur upon importing: • If Credential Type is ED and Institution Type is NULL • If Credential Type is not ED and Institution 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	Indicates the campus where the staff person's first bachelor's degree was earned. Appears on the Education Credential editor. Valid options are: • 01 • 02 • 03 • 04 • 05 • 06 • 07 • 08 • 09 • 31 • 32 • 33 • 34 • 35 • 36 • 37 • 77 • 88 The following situations will cause an error to occur upon importing: • 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	Indicates the state in which the credential was received. See the State and Province Codes on the Maine Department of Education site for a list of valid entries.	Alphanumeric, 2 characters	employmentCredential. state	Census > Pec Credentials >