

## Administrator/Teacher Certification Professional Development Hours Input Program

The **Professional Development Hours Detail Report** is located on the Financial Plus GUI. From the FinancePlus Main Menu select

- # APSCN Applications
- # Reports
- # Professional Development Hours Detail Report (RPT221).

To start the Professional Development Hours Program, from the FinancePlus main Menu select

- # APSCN Applications
- # Reports
- # Professional Development Hours.

The program will display the following screen:

The screenshot shows a web-based application window titled "ARKANSAS TEACHER RECERTIFICATION SYSTEM". The interface is divided into several sections:

- Search Criteria:** Includes input fields for EMPLOYEE NUMBER, SOCIAL SECURITY NUMBER, NAME (LAST, FIRST, MIDDLE), and JOB TYPE. There are radio buttons for SORT ORDER: EMPLOYEE NO., SSN, and NAME. A "Find" button is located below the sort order options.
- Table:** A table with columns for Employee, SSN, Last Name, First Name, Middle Name, and Job Type. The table is currently empty, displaying "No matc".
- Professional Development Hours Input:** A section with a tabbed interface. The "Professional Development Hours" tab is active. It contains several input fields and dropdown menus: PROFESSIONAL DEVELOPMENT HOURS, Technical Hours, JOB Type, Arkansas History Hours, Data De-aggregation, Parent Involvement, Fiscal Management Hours, and Instructional Leadership Hours.
- Navigation Buttons:** A vertical column of buttons on the right side includes OK, Back, Exit, add\_favorite, delete\_favorite, and add.

The user has the option to add, edit or delete an employee professional development hours record for the current school year. **Any previous history may NOT be changed.**

If the user wishes to list all the district professional development hours records he may do so by entering the 7 digit lea number or the 4 digit main lea number followed by an "\*" . If the professional development hours records have been entered by building then you will have to enter the 7 digit building number.

If the user wishes to edit an employee's information, they may query for the information by entering the employee number, SSN, name, job type, or professional development hours. Simply

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press enter or click on the **Find** button to execute the query. The user may then select the employee in question and the professional development hours options will display on the screen.

Click the **Add** or the **Update** buttons and any field can then be entered or changed. Move through the various fields by using the tab key or by clicking on the field and entering a correct response. Once changes or additions are made the record is added or updated by pressing enter on any field or by pressing the tab key in the last field. The user may also delete a record by selecting the employee professional development hours record and pressing the “delete row” option.

A description of the employee professional development hours fields are listed below.

**Please enter the total number of hours completed for professional development.**

The minimum number of hours is 60 for certification. The field will accept a 3.2-digit number.

Type = decimal, Size = 5, Values = from 0 to 999.99, Cycle = 1

The default will be 60 hours.

**Employed as an administrator only (A) or as either a full-time Teacher or a part-time administrator who has some teaching assignments (T)?**

Answer (A/T)

Administrator, Teacher or part time Administrator with some teaching assignments –

Must be a full time administrator to answer with an (A) to this question.

Must be a teacher or a part time administrator to answer with a (T) to this question.

Type = alpha, Size = 1, Values = Y/N, Cycle = 1

The default will be based on the employee’s job code. If the employee has a full- time administrator job code the default will be (A). If they have a full time teacher or a part time administrator job code the default will be (T).

**Please enter the total number of hours completed for educational technology.**

The minimum number of hours is 6 for certification. The field will accept a 3.2-digit number.

Type = decimal, Size = 5, Values = from 0 to 999.99, Cycle = 1

The default will be 0 hours.

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**Has the employee completed the required 6 hours in the area of educational technology?  
This is left on the input screen for **DISPLAY** purposes **ONLY!**** This field is now calculated from the total number of educational technology hours entered above. If the hours entered are 6 or greater a Y is placed in this field. If the hours entered are less than 6 a N is placed in this field.

Answer (Y/N)

Education technology hours -

Must have 6 hours in the area of education technology to answer yes to this question.

Type = alpha, Size = 1, Values = Y/N, Cycle = 1

The default will be is based upon the entry made for the total number of hours completed for educational technology.

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**Does the employee provide instruction in the area of Arkansas History?**

Answer (Y/N)

Arkansas History Teacher –

Must be an Arkansas History Teacher to answer yes to this question.

Type = alpha, Size = 1, Values = Y/N, Cycle = 1

The default will be based on the course codes that the employee teaches. If they teach any Arkansas History course the default will be Yes. If the employee was originally input as a teacher and the job type is changed to an administrator this field will be automatically changed to No.

**Has the employee completed the required 2 hours in the area of Arkansas History?**

Answer (Y/N)

Arkansas History Hours –

Must have 2 hours in the area of Arkansas History to answer yes to this question.

Type = alpha, Size = 1, Values = Y/N, Cycle = 1

The default will be based on the course codes that the employee teaches. If they teach any Arkansas History courses the default will be Yes. If the employee was originally input as a teacher and the job type is changed to an administrator this field will be automatically changed to No.

**If the employee is a full time Teacher or a part time administrator who has some teaching assignments then this question will display.**

**Has this employee completed the required 2 hours in the area of Parent Involvement?**

**If the employee is an administrator then this question will display.**

**Has this employee completed the required 3 hours in the area of Parent Involvement?**

Answer (Y/N)

Parent involvement hours –

A teacher must have 2 hours in the area of Parent involvement to answer yes to this question.

An Administrator must have 3 hours in the area of Parent Involvement to answer yes to this question

Type = alpha, Size = 1, Values = Y/N, Cycle = 1

The default will be Yes.

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**Has the employee had some training in the area of Data de-aggregation?**

Answer (Y/N)

Data de-aggregation hours –

An Administrator must have had some additional training in the area of Data de-aggregation to answer yes to this question.

Type = alpha, Size = 1, Values = Y/N, Cycle = 1

The default will be Yes for administrators and No for teachers/part-time administrators.

**Has the employee had some training in the area of instructional leadership?**

Answer (Y/N)

Instructional leadership hours –

An Administrator must have had some additional training in the area of instructional leadership to answer yes to this question.

Type = alpha, Size = 1, Values = Y/N, Cycle = 1

The default will be Yes for administrators and No for teachers/part-time administrators.

**Has the employee had some training in the area of fiscal management?**

Answer (Y/N)

Fiscal management hours –

An Administrator must have had some additional training in the area of fiscal management to answer yes to this question.

Type = alpha, Size = 1, Values = Y/N, Cycle = 1

The default will be Yes for administrators and No for teachers/part-time administrators.

**File Layout:**

fy, cycle, lea, ssn, prof\_dev\_hr, cour\_hr, educ\_tech\_hr, ar\_hst\_tea, ar\_hst\_hr, par\_invl\_hr, data\_aggr\_hr, inst\_ledshp\_hr, fisc\_mage\_hr