

## Administrator/Teacher Certification Professional Development Hours

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:

ARKANSAS STAFF DEVELOPMENT UPDATE SYSTEM

Search Criteria

FY AND CYCLE:

EMPLOYEE NUMBER:

NAME:

LAST:

FIRST:

MIDDLE:

SOCIAL SECURITY NUMBER:

JOB TYPE:

PROFESSIONAL DEVELOPMENT HOURS:

EMPLOYEE NO.

SORT ORDER:  SSN

NAME

Find

FY	Cycle	Employee	ID	SSN	Last Name	First Name	Middle Name
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Employee Professional Development Hours

FY:

Cycle:

EMPLOYEE NUMBER:

UNIQUE EMPLOYEE ID:

SOCIAL SECURITY NUMBER:

NAME:

LAST:

FIRST:

MIDDLE:

OK

Back

add

OVR

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.

**Arkansas Public School Computer Network  
Administrator Teacher Certification/Professional Development Hours**

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 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).

**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