

Introduction to : Certification Hours Tracking



October 2020

Overview:

Certification Hours Tracking Key Terms

Certification Hours Overview

Certification hour tracking allows career and technical educators to track specific hours associated with certification requirements. For example, Cosmetology, Child Care or Nurse-aid Certifications.

Certification hour tracking involves three separate steps



Certification Hours Tracking

Certification Hour Tracking

Base Data Requirements

- Periods
- Minutes Lost
- Courses
- Categories
- Hours
- Instructor Licensing
- School Licensing
- Student Certification Information

Hour Tracking

- Inserting Previously Accumulated Hours
- Daily Attendance
- Recording Daily Hours
- Disbursing Monthly Hours

Reporting

- Required State Reports
- Teachers Reports
- Administrator Reports



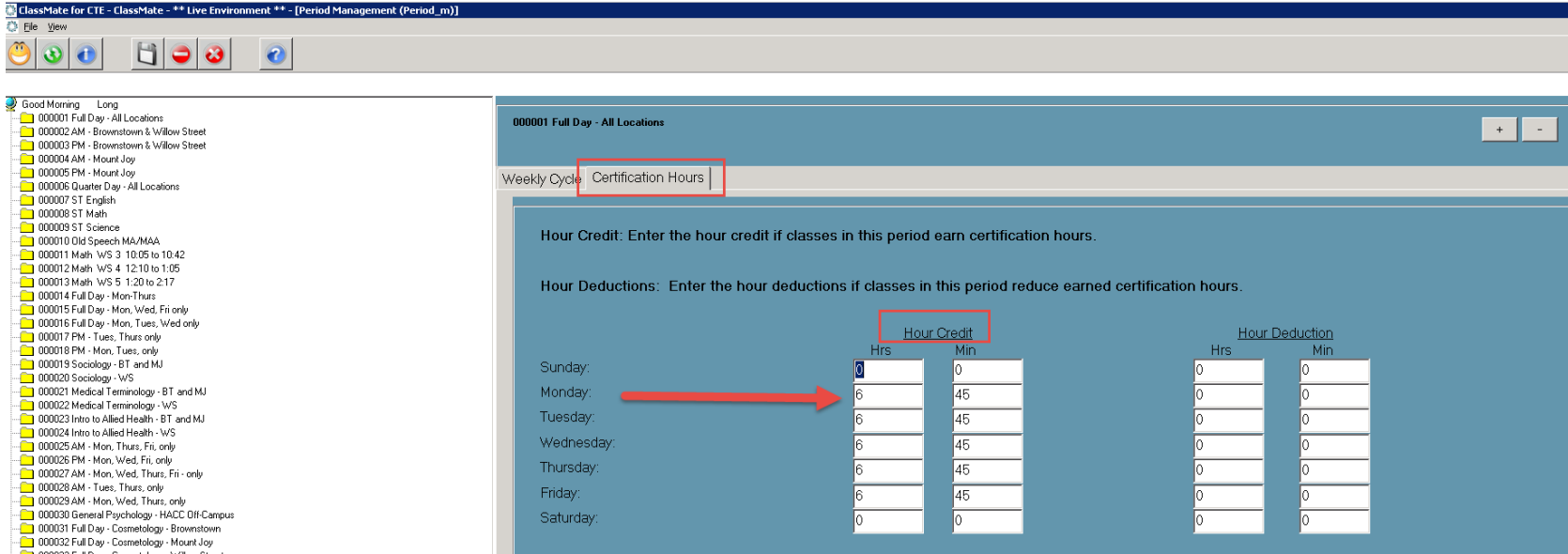
Certification Hours Tracking

Base Data Periods *Default Certification Hours*

The purpose of this step in base data is to identify default certification hours per period that will be applied toward daily hours earned.

Double click **My Modules** > Double Click **Base Data Information** > Click **Period Management**

- Select a Certification Occupational Period (AM or PM)
- Click **Certification Hours** Tab
- Enter **Hour Credits**. The number of Hours & Minutes the students will get credit.
- Click **“Save”**
- Repeat steps for all occupational periods where a certified course is offered.



ClassMate for CTE - ClassMate - ** Live Environment ** - [Period Management (Period_m)]

Good Morning Long

- 000001 Full Day - All Locations
- 000002 AM - Brownstown & Willow Street
- 000003 PM - Brownstown & Willow Street
- 000004 AM - Mount Joy
- 000005 PM - Mount Joy
- 000006 Quarter Day - All Locations
- 000007 ST English
- 000008 ST Math
- 000009 ST Science
- 000010 Old Speech MA/MAA
- 000011 Math - W/S 3 10:05 to 10:42
- 000012 Math - W/S 4 12:10 to 1:05
- 000013 Math - W/S 5 1:20 to 2:17
- 000014 Full Day - Mon-Thurs
- 000015 Full Day - Mon, Wed, Fri only
- 000016 Full Day - Mon, Tues, Wed only
- 000017 PM - Tues, Thurs only
- 000018 PM - Mon, Tues, only
- 000019 Sociology - BT and MJ
- 000020 Sociology - W/S
- 000021 Medical Terminology - BT and MJ
- 000022 Medical Terminology - W/S
- 000023 Intro to Allied Health - BT and MJ
- 000024 Intro to Allied Health - W/S
- 000025 AM - Mon, Thurs, Fri, only
- 000026 PM - Mon, Wed, Fri, only
- 000027 AM - Mon, Wed, Thurs, Fri - only
- 000028 AM - Tues, Thurs, only
- 000029 AM - Mon, Wed, Thurs, only
- 000030 General Psychology - HACC DIH-Campus
- 000031 Full Day - Cosmetology - Brownstown
- 000032 Full Day - Cosmetology - Mount Joy
- 000033 Full Day - Cosmetology - Willow Street

000001 Full Day - All Locations

Weekly Cycle: Certification Hours

Hour Credit: Enter the hour credit if classes in this period earn certification hours.

Hour Deductions: Enter the hour deductions if classes in this period reduce earned certification hours.

	Hour Credit		Hour Deduction	
	Hrs	Min	Hrs	Min
Sunday:	0	0	0	0
Monday:	6	45	0	0
Tuesday:	6	45	0	0
Wednesday:	6	45	0	0
Thursday:	6	45	0	0
Friday:	6	45	0	0
Saturday:	0	0	0	0



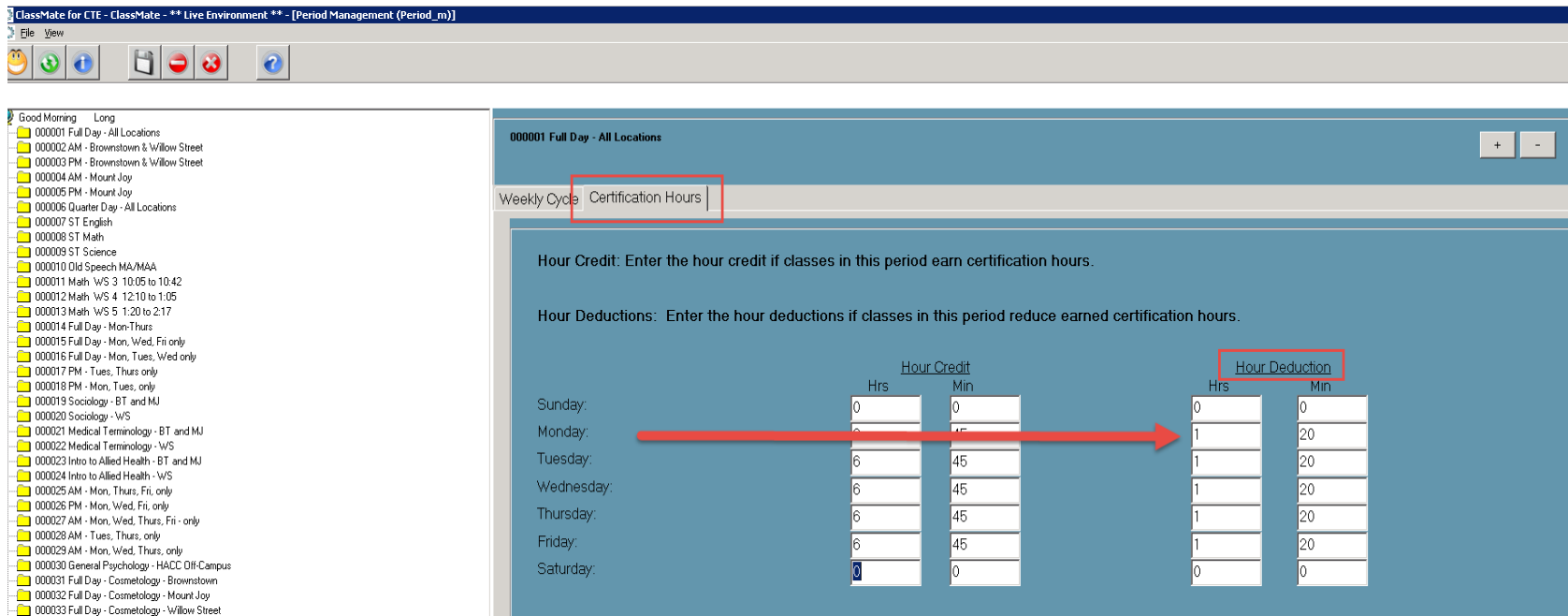
Certification Hours Tracking

Base Data Periods

The purpose of this step in base data is to identify default certification hours per period that will be deducted from daily hours earned

Double click **My Modules** > Double Click **Base Data Information** > Click **Period Management**

- Select a **Supplemental Period (s)** – i.e. Math or Phys Ed
- Click **Certification hours** tab
- Enter **Hour and Minutes** Deductions
- Click **“Save”**
- Repeat steps for all supplemental periods



000001 Full Day - All Locations

Weekly Cycle: Certification Hours

Hour Credit: Enter the hour credit if classes in this period earn certification hours.

Hour Deductions: Enter the hour deductions if classes in this period reduce earned certification hours.

	Hour Credit		Hour Deduction	
	Hrs	Min	Hrs	Min
Sunday:	0	0	0	0
Monday:	6	45	1	20
Tuesday:	6	45	1	20
Wednesday:	6	45	1	20
Thursday:	6	45	1	20
Friday:	6	45	1	20
Saturday:	0	0	0	0



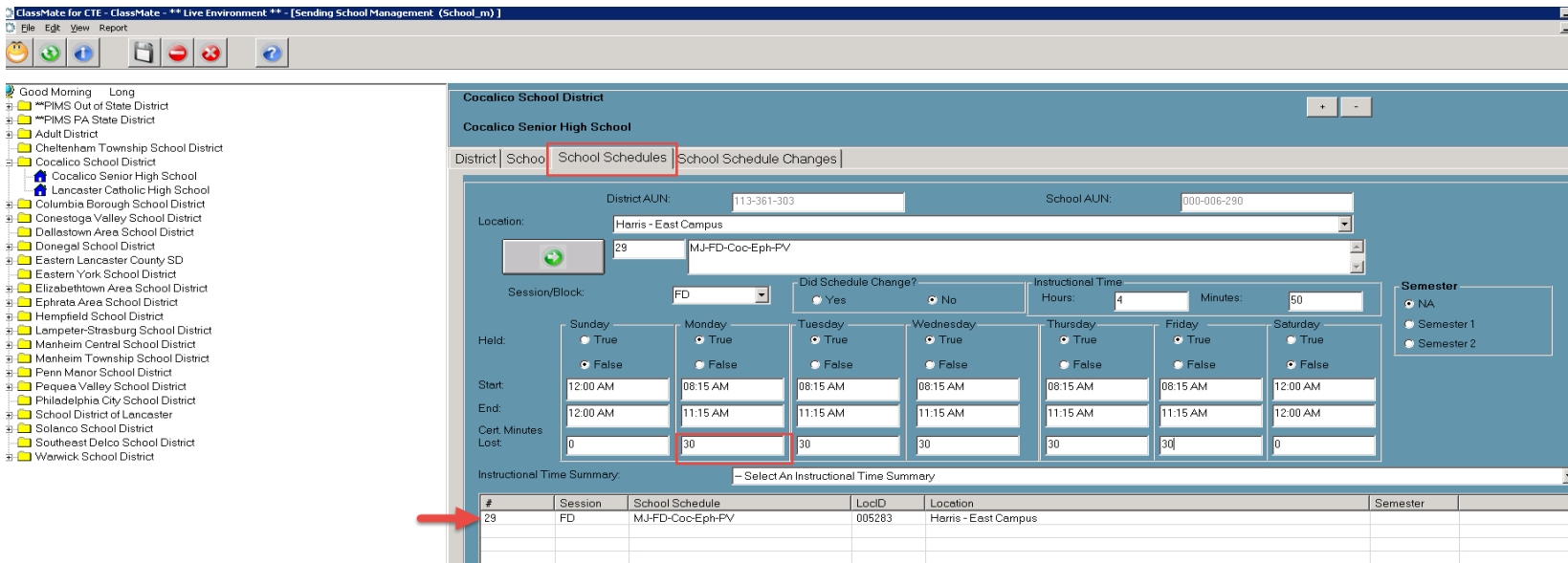
Certification Hours Tracking

Base Data Certification Minutes Lost

The purpose of this step in base data is to indicate how many minutes are deducted for both AM & PM sessions, according to when each School District arrives to the CTC.

Double click **My Modules** > Double Click **Base Data Information** > Click **Sending School Management**

- Select a **School District**
- Click the [+] to the left of the School District to bring up list of Schools
- Select a **School**
- Click **School Schedules** tab
- Enter **Cert Minutes Lost** Deductions
- Click **“Save”**
- Repeat steps for all time schedules



Instructional Time Summary:

#	Session	School Schedule	LocID	Location	Semester
29	FD	MJ-FD-Coc-Eph-PV	005283	Harris - East Campus	



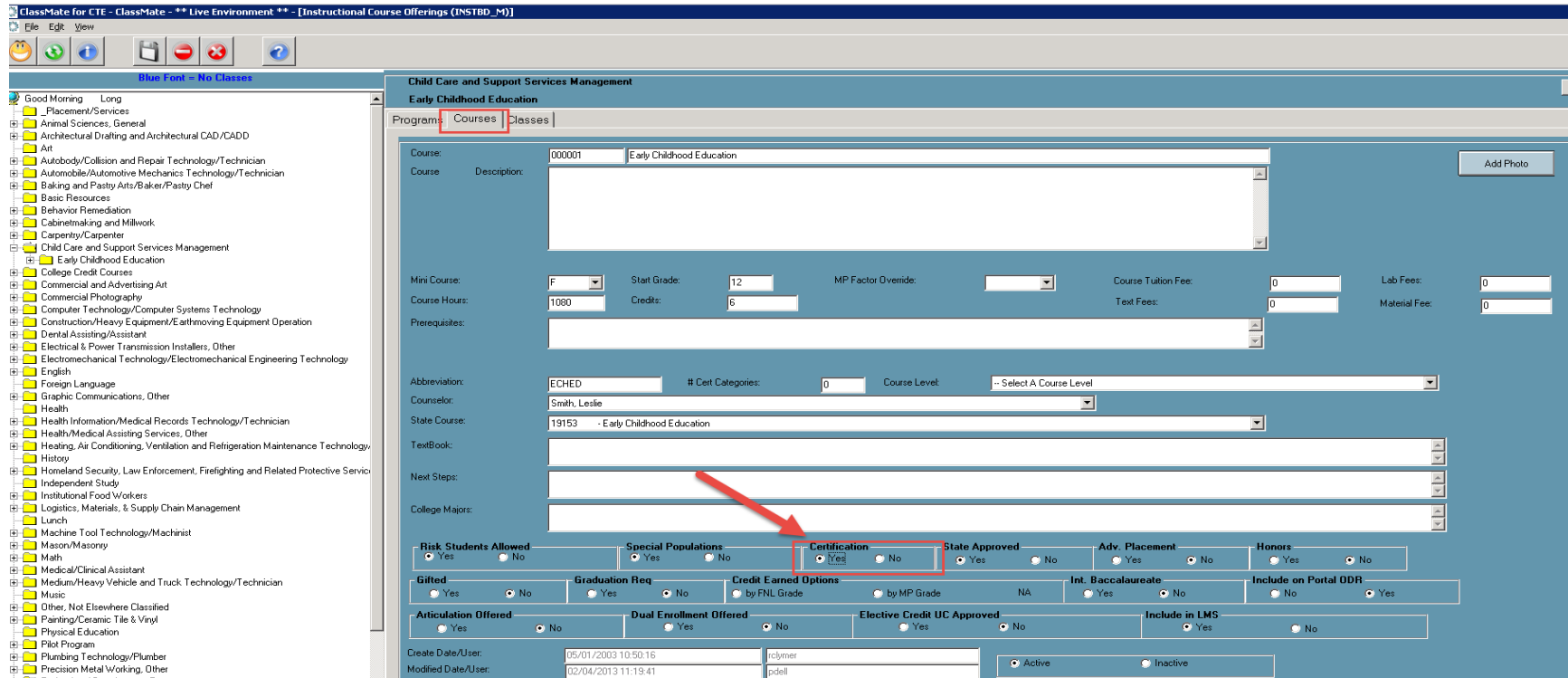
Certification Hours Tracking

Base Data Courses

The purpose of this step in base data is to Identify specific courses for certification hour tracking.

Double click **My Modules** > Double Click **Curriculum Management** > Click **Instructional Course Offerings**

- Select the **Program** and the **Course** from the left side view
- On the **Course Tab**, in bottom right of the screen, click **Yes (Y)** in Certification box
- Click **Save**
- Repeat steps for all certification courses



The screenshot displays the 'ClassMate for CTE' software interface. The left sidebar shows a tree view of course categories, with 'Early Childhood Education' selected. The main window shows the 'Courses' tab for 'Early Childhood Education'. The 'Certification' checkbox is checked, and a red arrow points to it. Other fields include Course ID (000001), Description, Mini Course (F), Start Grade (12), Credits (6), Course Tuition Fee (0), Lab Fees (0), Text Fees (0), Material Fees (0), Abbreviation (ECHED), Counselor (Smith, Leslie), and State Course (19153 - Early Childhood Education). The bottom section contains various checkboxes for 'Risk Students Allowed', 'Special Populations', 'State Approved', 'Adv. Placement', 'Honors', 'Gifted', 'Graduation Req', 'Credit Earned Options', 'Int. Baccalaureate', 'Include on Portal ODR', 'Articulation Offered', 'Dual Enrollment Offered', 'Elective Credit UC Approved', and 'Include in LMS'. The 'Create Date/User' and 'Modified Date/User' fields are also visible.

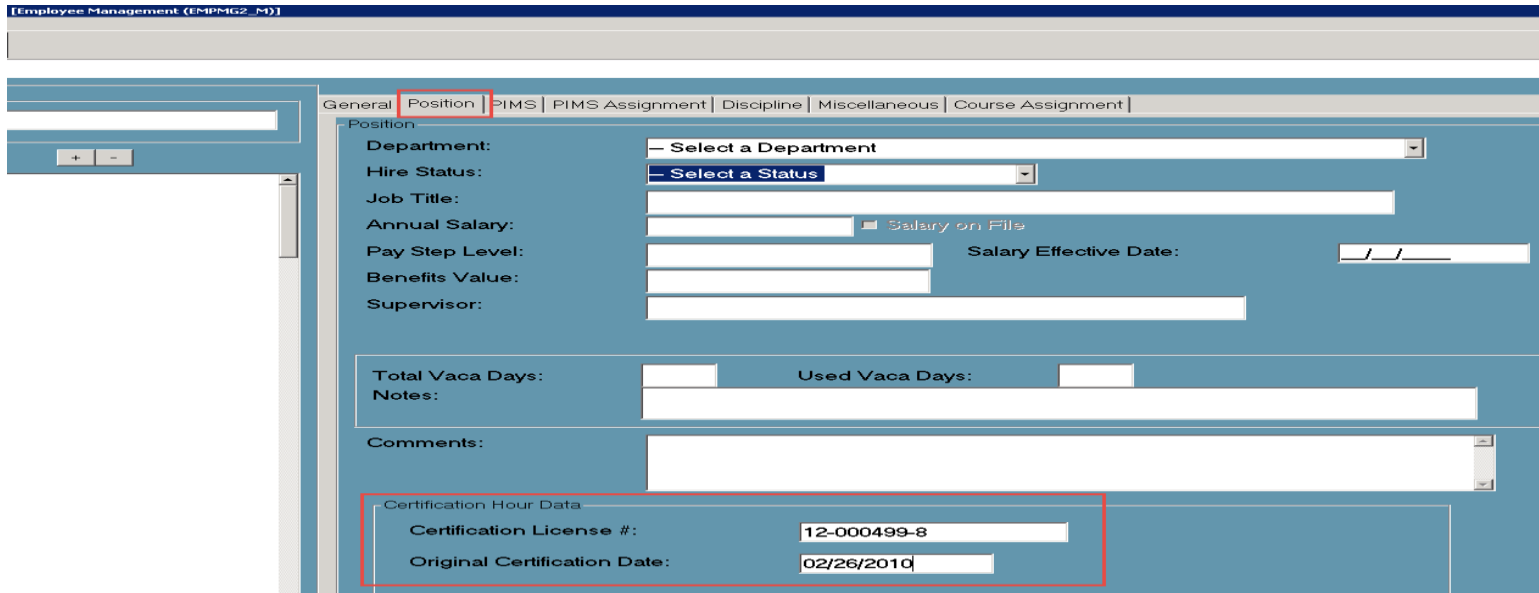
Certification Hours Tracking

Base Data Instructor Licensing

Record state license number for each certified instructor, listed on official state reports.

Double click **My Modules** > Double Click **Personnel Management** > Click **Employee Management**

- Select employee name from the left side view
- Click **Position Tab**
- Enter **certification License #**
- Enter **original certification date**
- Click **Save**



[Employee Management (EMPME2_M)]

General **Position** | PIMS | PIMS Assignment | Discipline | Miscellaneous | Course Assignment

Position

Department:

Hire Status:

Job Title:

Annual Salary: Salary on File

Pay Step Level: Salary Effective Date:

Benefits Value:

Supervisor:

Total Vaca Days: Used Vaca Days:

Notes:

Comments:

Certification Hour Data

Certification License #:

Original Certification Date:



Certification Hours Tracking

Base Data School Licensing

Record state license number for the school listed on state reports

Double click **My Modules** > Double Click **Base Data Information** > Click **Location/building/Room Management**

- Click the **Campus Tab**
- Enter a County (you must select a county)
- Click **save**
- On left side of screen, select a **Location name**
- On the **Location tab**
- Enter the **school license #**
- Click **Save**



Certification Hours Tracking

Base Data Student Certification Information

The purpose of this step in base data is to verify the student's Social Security Number and identify the certification begin date for enrolled students in certified programs/courses for state reporting on the SPOA 2415 Quarterly Report

Double click **My Modules** > Double Click **Student Enrollment** > Click **Student Master Information**

- Select the student name from left hand view
- Enter the SSN if it is not recorded.
- Click **Save**

Additional data required in this module > **Student Information tab**

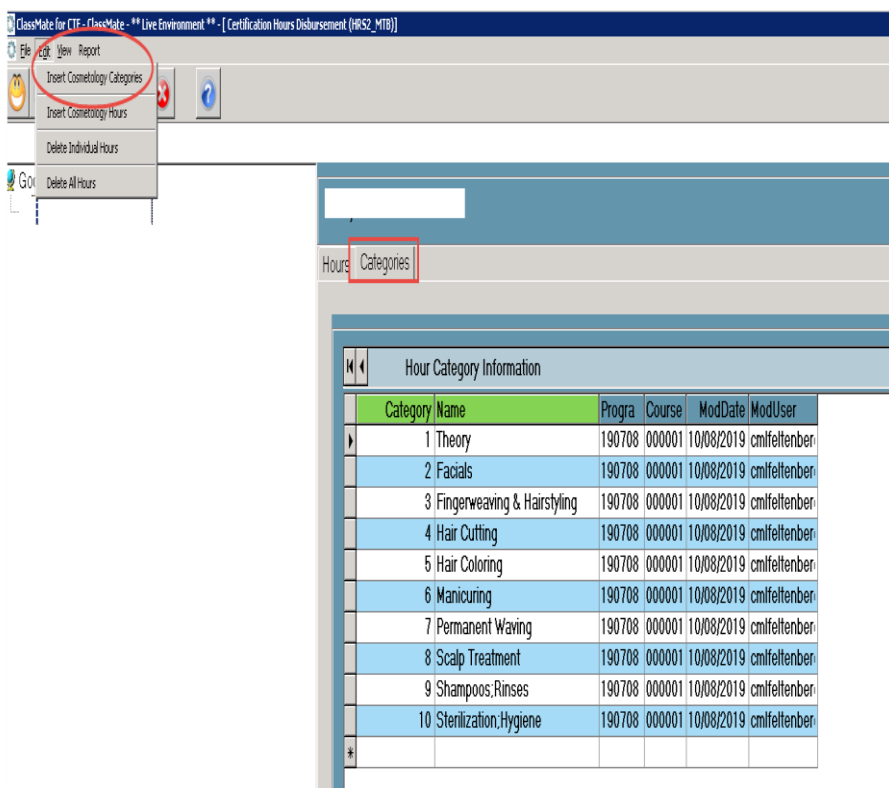
- Certification Enrollment Date for student (Note: The students certification enrollment date can be found on the SPOA 2415 Quarterly Report.)
- Click **Save**



Certification Hours Tracking

Base Data Categories and Hours

The purpose of this step in base data is to identify certification categories and disbursement hour defaults for certification categories



The screenshot shows the 'Certification Hours Disbursement (HRS2_MTD)' window. The 'Categories' tab is selected. The 'Hour Category Information' table is displayed below.

Category Name	Progra	Course	ModDate	ModUser
1 Theory	190708	000001	10/08/2019	cmifellenber
2 Facials	190708	000001	10/08/2019	cmifellenber
3 Fingerweaving & Hairstyling	190708	000001	10/08/2019	cmifellenber
4 Hair Cutting	190708	000001	10/08/2019	cmifellenber
5 Hair Coloring	190708	000001	10/08/2019	cmifellenber
6 Manicuring	190708	000001	10/08/2019	cmifellenber
7 Permanent Waving	190708	000001	10/08/2019	cmifellenber
8 Scalp Treatment	190708	000001	10/08/2019	cmifellenber
9 Shampoos;Rinses	190708	000001	10/08/2019	cmifellenber
10 Sterilization;Hygiene	190708	000001	10/08/2019	cmifellenber

Double click **My Modules** > Double Click **Admin Attendance Options** > Click **Cert Hours Monthly Disbursement**

- Select a course
- Click the **Categories** tab
- Enter 1 in the **Category** column
- Enter category name in the **Name** column
- Click on the next row to save the category.
- Maximum of 10 categories per course

OR

- Go to **Edit** on the toolbar, click Insert Cosmetology Categories if you would like to use the standard Cosmetology categories



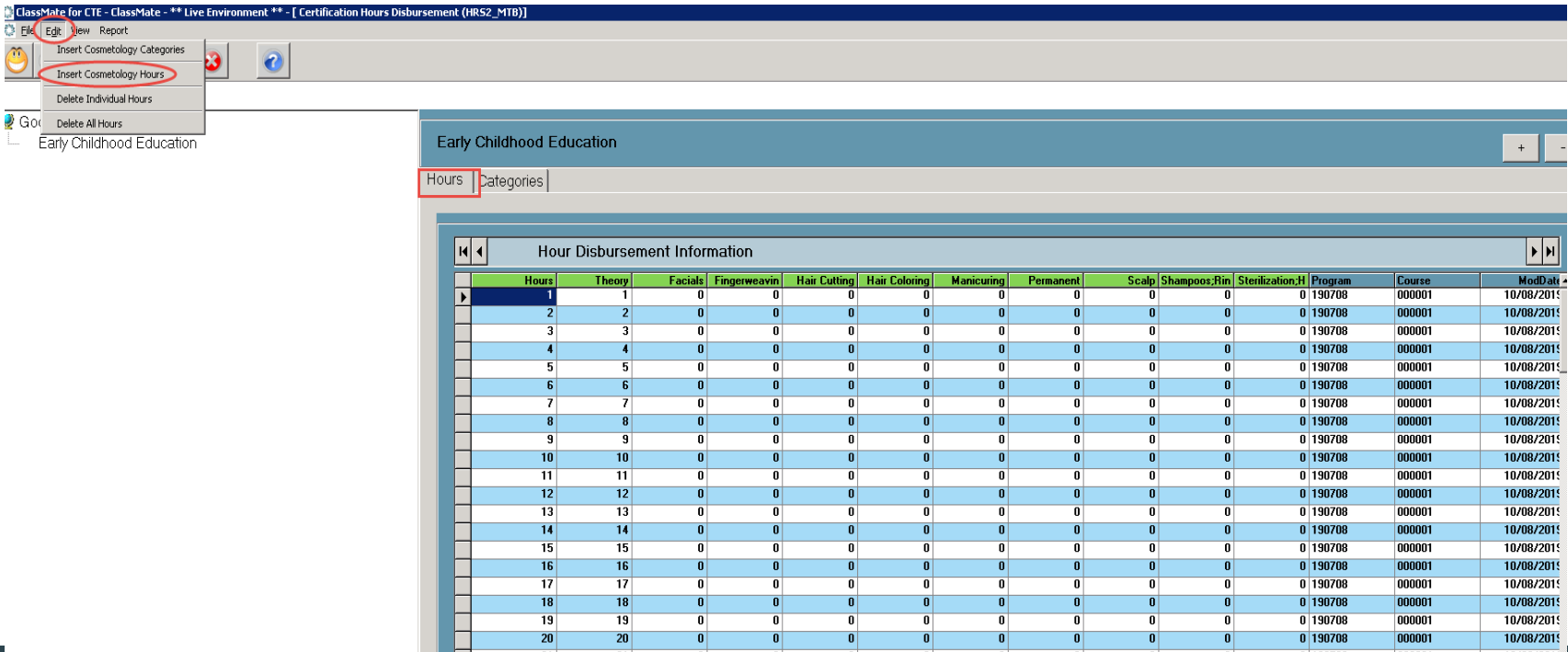
Certification Hours Tracking

Base Data Categories and Hours *continued*

- Click on the **Hours Tab**
- Enter a whole number hour
- Enter divided hours amount into all applicable categories by the ¼ hour or .25.
- The disbursed sum of the category must equal the hour total

OR

- Go to **Edit** on the toolbar, click Insert Cosmetology Hours if you would like to use the standard Cosmetology hours distribution



The screenshot shows the ClassMate software interface. The top menu bar includes 'File', 'Edit', 'New', and 'Report'. A toolbar contains icons for 'Insert Cosmetology Categories', 'Insert Cosmetology Hours', 'Delete Individual Hours', and 'Delete All Hours'. The 'Insert Cosmetology Hours' icon is circled in red. Below the toolbar, the 'Early Childhood Education' category is selected. The 'Hours' tab is active, displaying a table titled 'Hour Disbursement Information'.

Hours	Theory	Facials	Fingerweavin	Hair Cutting	Hair Coloring	Manicuring	Permanent	Scalp	Shampoos;Rin	Sterilization;H	Program	Course	ModDat
1	1	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015
2	2	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015
3	3	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015
4	4	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015
5	5	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015
6	6	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015
7	7	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015
8	8	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015
9	9	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015
10	10	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015
11	11	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015
12	12	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015
13	13	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015
14	14	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015
15	15	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015
16	16	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015
17	17	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015
18	18	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015
19	19	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015
20	20	0	0	0	0	0	0	0	0	0	190708	000001	10/08/2015

ClassMate Best Practices



- Teachers take attendance daily at the beginning of each session (Mandatory Step)
- Teachers insert certification hours daily at the **END** of each session (Mandatory Step)
- Monthly disbursement of certification hours (Mandatory Step)
- Attendance Officer should be putting the exact time into the system for tardy students, early dismissals and any other attendance condition that would impact certification hour tracking
- Administrator oversight to ensure compliance and accuracy



Administrators

- **Oversee Teacher Compliance**



Certification Hours Administrator Overview



The certification hour functionality within ClassMate is driven by daily and monthly activities. The majority of the daily responsibility falls upon the occupational instructors within the certification courses. These activities includes:

- Mandatory recording of student daily attendance
- Mandatory daily recording of certification hours
- Mandatory monthly disbursement of certification hours

Administrators have the ability to view, edit or perform any of the tasks normally associated with an occupational instructor. It is the responsibility of the administrator or an assigned person to oversee and ensure instructor compliance of the mandatory tasks. Compliance by the instructors will allow ClassMate to produce required state reports.

The following instructions only apply to administrators. The instructions are not meant to be used as a daily tasks but rather a mechanism to oversee and access the instructors classes if needed.



Certification Hours Tracking

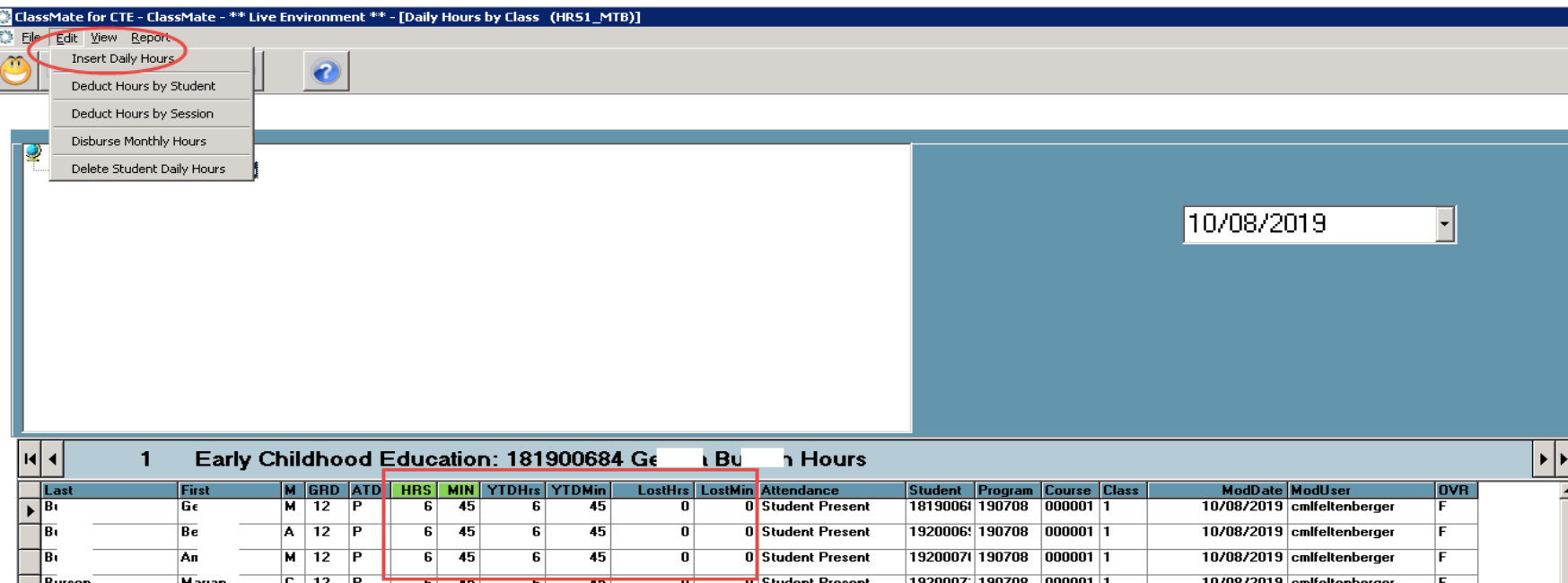
Administrators: Recording Daily Hours

Administrators: Recording Daily Hours

The purpose of this step is to allow the system to automatically record daily hours, based on attendance Defaults

Double click **My Modules** > Double Click **Admin Attendance Options** > Click **Cert Hours Daily By Class**

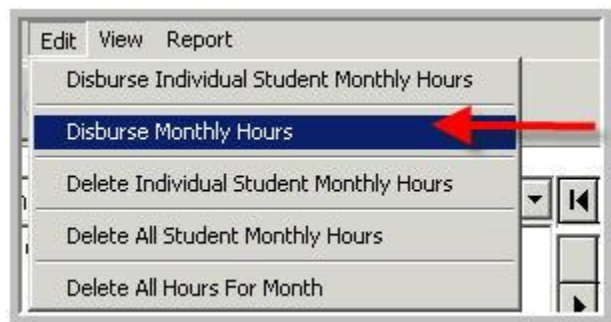
- Select a Class in the left hand view
- Click **Edit** Tool Bar along the top of the screen
- Click **Insert Daily Hours**
- Edit Hours and Minutes per student, as needed



Last	First	M	GRD	ATD	HRS	MIN	YTDHrs	YTDMin	LostHrs	LostMin	Attendance	Student	Program	Course	Class	ModDate	ModUser	DVR
Bt	Ge	M	12	P	6	45	6	45	0	0	Student Present	181900684	190708	000001	1	10/08/2019	cmfeltenerger	F
Bt	Be	A	12	P	6	45	6	45	0	0	Student Present	192000684	190708	000001	1	10/08/2019	cmfeltenerger	F
Bt	An	M	12	P	6	45	6	45	0	0	Student Present	19200071	190708	000001	1	10/08/2019	cmfeltenerger	F
Buron	Manan	C	12	P	6	45	6	45	0	0	Student Present	1920007	190708	000001	1	10/08/2019	cmfeltenerger	F

Certification Hours Tracking

Administrators: Disbursing Monthly Hours



Disbursing Monthly Hours by class

The purpose of this step is to automatically disburse monthly hours, based on category disbursement defaults for the class or individually by student

Double click **My Modules** > Double Click **Admin Attendance Option** > Click **Cert Hours Monthly by Student**

- Select a Class in the left hand view
- Click **Edit** Tool Bar along the top of the screen
- Click **Disburse Monthly Hours**
- Enter the month and year for disbursement
- Click **OK**
- Edit Hours and Minutes per student, as needed

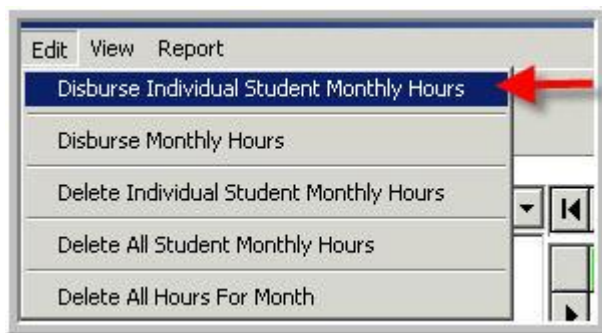


Certification Hours Tracking

Administrators: Disbursing Monthly Hours

Disbursing Monthly Hours by Student

The purpose of this step is to automatically disburse monthly hours, based on category disbursement defaults for the class or individually by student



Double click **My Modules** > Double Click **Admin Attendance Option** > Click **Cert Hours Monthly by Student**

- Select a Class in the left hand view
- Click a student name
- Click **Edit** Tool Bar along the top of the screen
- Click **Disburse Individual Student Monthly Hours**
- Enter the month and year for disbursement
- Click **OK**
- Edit Hours and Minutes per student, as needed



Certification Hours Tracking

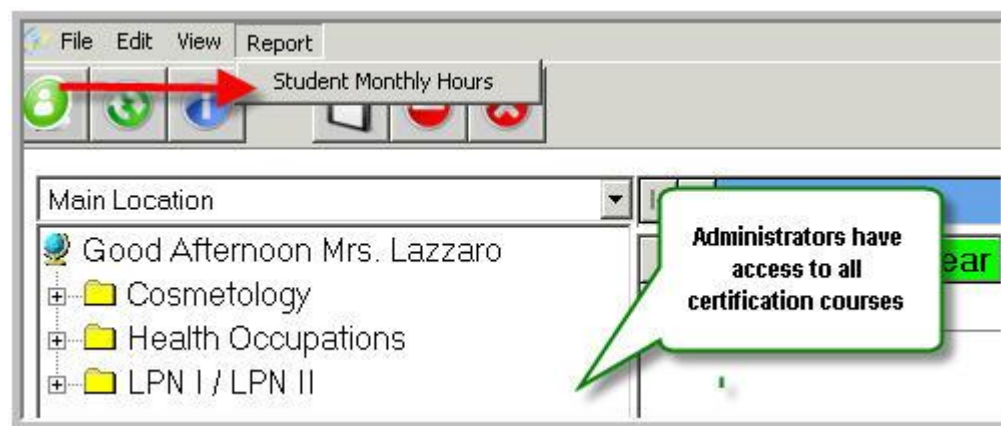
Administrators: Disbursing Monthly Hours

Disbursing Monthly Hours Reporting

The purpose of this step is to automatically disburse monthly hours, based on category disbursement defaults for the class or individually by student

Double click **My Modules** > Double Click **Admin Attendance Option** >
Click **Cert Hours Monthly by Student**

- Click **Report** Tool Bar along the top the screen
- Click **Student Monthly Hours Report**
- Print report, if necessary
- Close report and module



Certification Hours Tracking

- Inserting Previously Accumulated Hours
- Editing Daily Hours



Please view Teacher Certification Hours Tracking documentation for step-by-step Teacher instructions.

The documentation can be provided to teachers for reference in recording daily attendance, inserting daily certification hours, editing certification hours, and disbursing monthly hours



Certification Hours Tracking

Inserting Previously Accumulated Hours by Student

The purpose of this step is to enter any previously accumulated hours for returning/current students, with an existing set of certification hours earned in the previous/current year .

Double click **My Modules** > Double Click **Admin Attendance Options** > Click **Cert Hours Monthly by Student**

- Enter previously earned **Month/Year & Hours/Minutes** for each student
Ex. 06 2018 / 250 hrs 15 minutes (250.25 – Theory Category)
- Enter **Total Hours Accumulated** under the **Theory Category** for each student
- Click on next row; all remaining columns should populate with **0.00** in blue font
- Click **Save**.



Harris - East Campus

Mr A 192001175

Month	Year	Hours	Minutes	Theory	Facials	Fingerwea	Hair	Hair	Manicurin	Permanent	Scalp	Shampoos	Sterilizatio	LostHrs	LostMin	CreateDate	Cre	
6	2018	250	15	250.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			10/08/2019	cmf	
*																		

Good Morning Long
 Early Childhood Education
 1 - Brock

Active Students + -
 Inactive Students

1 Early Childhood Education
 11



Certification Hours Tracking

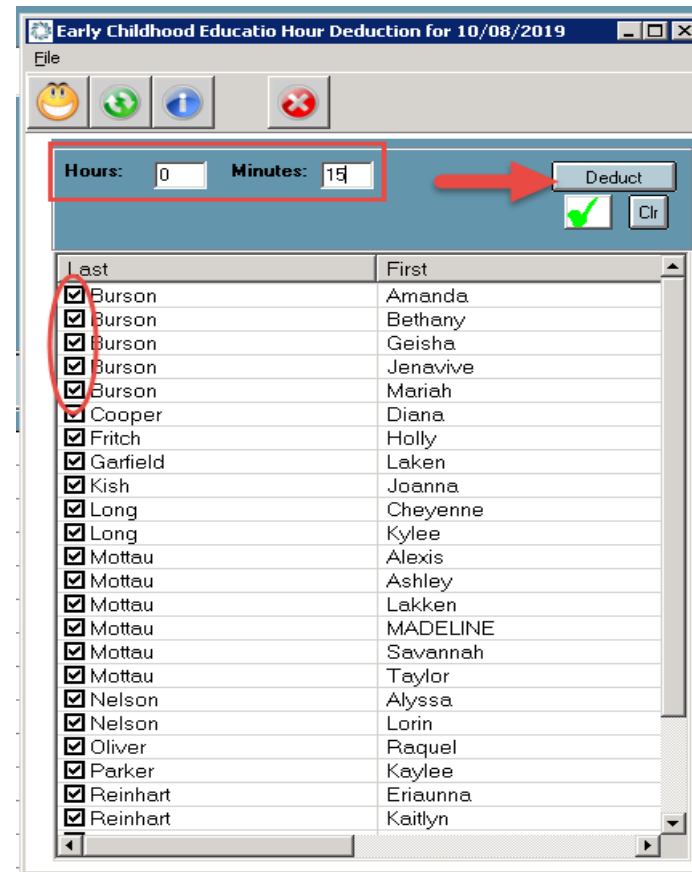
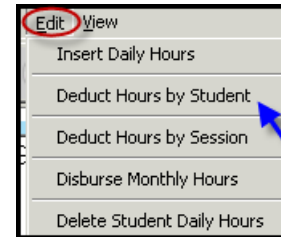
Deducting Student Time

The purpose of this step is to edit multiple student hours at one time.

Teachers have the ability to adjust using the same module available under Teacher Options

Double click **My Modules** > Double Click
Admin Attendance Options >
 Click **Cert Hours Daily by Class**

- Select a Class in the left hand view
- Click Edit Tool Bar along the top of the screen
- Click Deduct Hours by Student
- Enter Hours and/or minutes to be deducted
- Select student (s) receiving the deduction
- Click Deduct
- Process is Complete message displays > click OK and then use Red X to close Deduction window

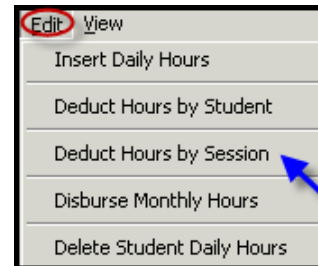


Certification Hours Tracking

Deducting Student Time

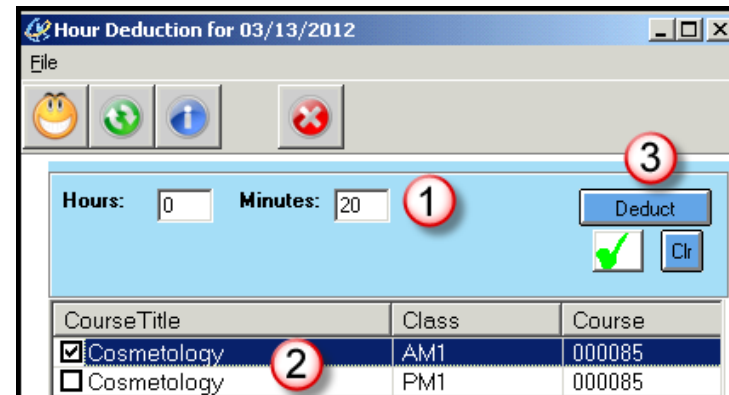
The purpose of this step is to edit student hours by session.

Teachers have the ability to adjust using the same module available under Teacher Options



Double click **My Modules** > Double Click
Admin Attendance Options >
Click **Cert Hours Daily by Class**

- Select a Class in the left hand view
- Click Edit Tool Bar along the top of the screen
- Click Deduct Hours by Session
- Enter Hours and/or minutes to be deducted
- Select session (s) receiving the deduction
- Click Deduct
- Process is Complete message displays > click OK and then use Red X to close Deduction window



Certification Hours Tracking

Reporting: Teachers

Double click **My Reports** > Double Click > **Teacher Attendance**

- Student Daily Hours History
- Daily Hours by Class
- Student Monthly Hours

Reporting: Administrators

Double click **My Reports** > Double Click
Admin Attendance Options

- Admin Student Monthly Hours
- Admin Daily Hours history
- Daily Hours by District
- Certification Hours Transcript

Reporting: State Report

Double click **My Reports** > Double Click >
State Reporting

- Cert. Hours SPOA 2415 w/ Data Sheet

Double click **My Reports** > Double Click
Base Data > Click on desired report

- Hour Disbursement Report

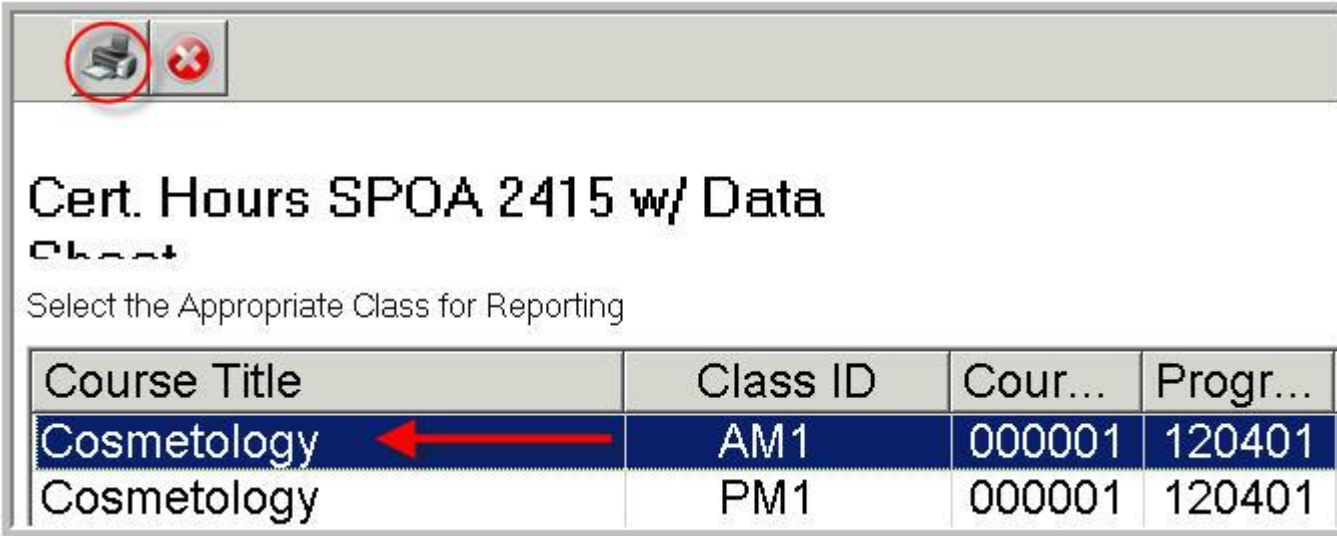


Certification Hours Tracking

Running Reports

Running Reports in ClassMate - Teachers

- Select desired report from folder
- Select session by single clicking
- Click the black printer icon



Cert. Hours SPOA 2415 w/ Data

Select the Appropriate Class for Reporting

Course Title	Class ID	Cour...	Progr...
Cosmetology	AM1	000001	120401
Cosmetology	PM1	000001	120401

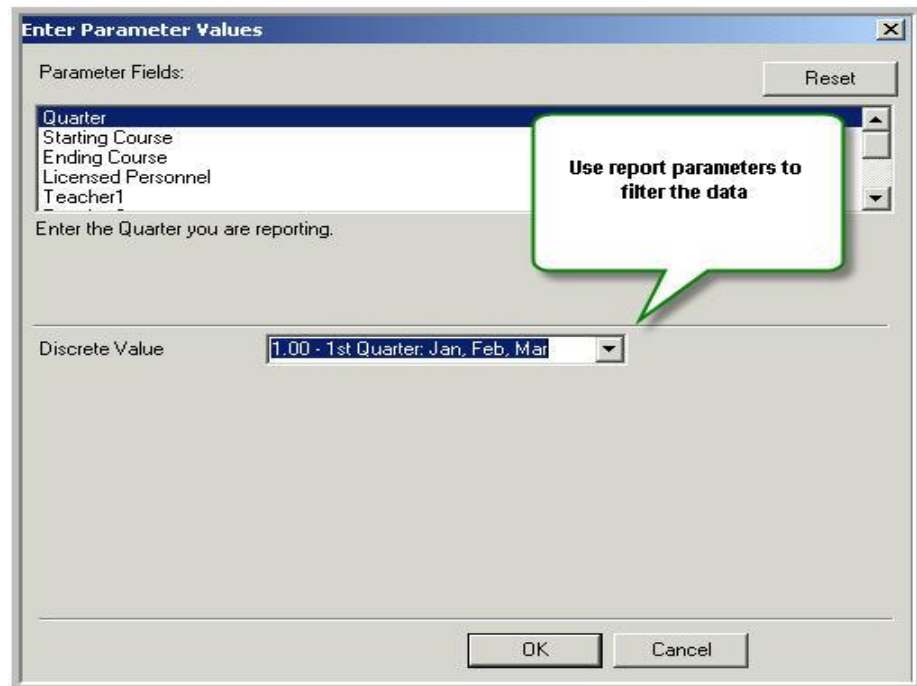


Certification Hours Tracking

Running Reports

Running Reports in ClassMate

- Select **report parameters** from the listed available fields
- Enter desired data in the **discrete value** field
- Click **OK**
- Report will display



Enter Parameter Values

Parameter Fields: Reset

- Quarter
- Starting Course
- Ending Course
- Licensed Personnel
- Teacher1

Enter the Quarter you are reporting.

Discrete Value: 1.00 - 1st Quarter: Jan, Feb, Mar

OK Cancel

Use report parameters to filter the data

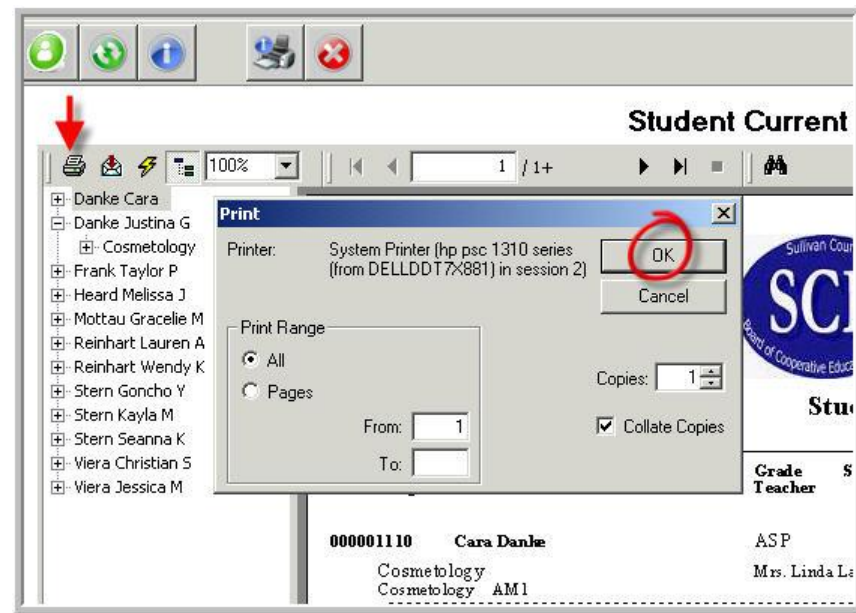


Certification Hours Tracking

Running Reports

Running Reports in ClassMate

- To print report click on the printer icon located in left hand view (see red arrow)
- Select pages to print
- Select number of copies
- Click **OK**



Certification Hours Tracking

Submitting Quarterly Hour Report to State

Cosmetology Student Quarterly Hour Report Instructions

- Beginning with the third quarter of 2020, schools will be required to use PALS to submit their student quarterly hour reports. Please visit the website for details www.pals.pa.gov

ClassMate has created a NEW Export Module that exports the State required data in the requested .csv format. Please use **User Module Management** to assign the NEW **Integration Export Management** module (under System Administrator) to users who will be exporting to upload to the State.

- Open module and select PALS from Integration Provider dropdown
- DO NOT change the File Path (the process is coded to the path that displays and should NOT be changed)
- Select the Quarter(s) you require
- Click the **Blue Save** button at top of module to process

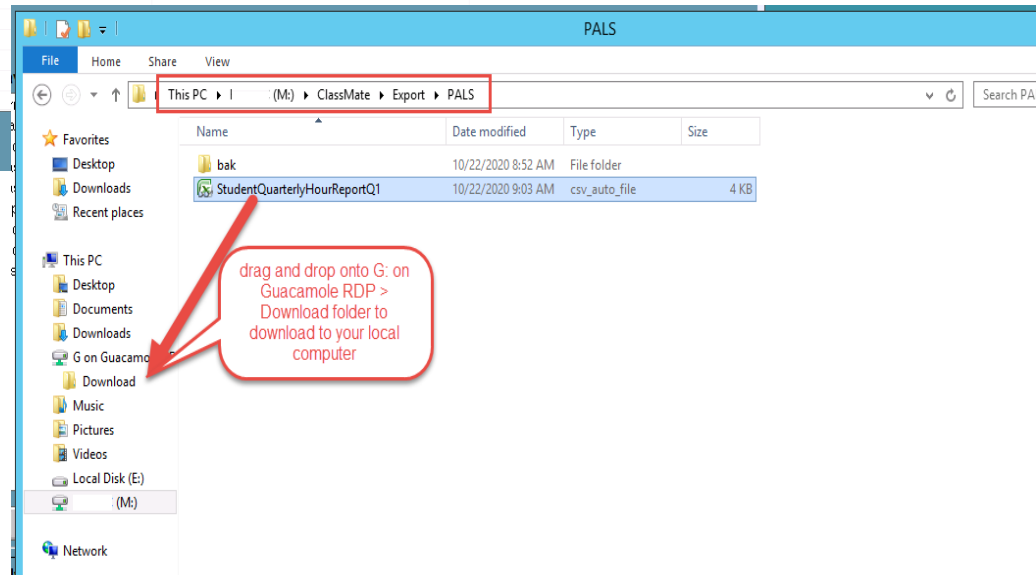
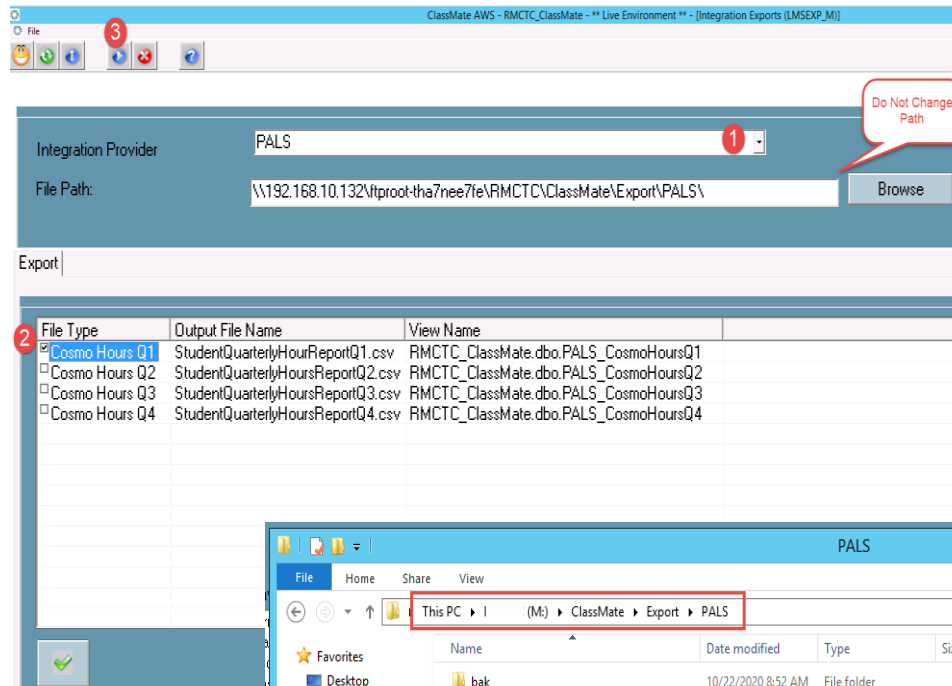
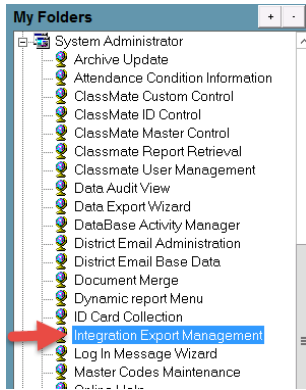
Once the process completes you will find your file(s) in your M:\ClassMate\Export\PALS folder where you can access to download to your local drive for reviewing and uploading to the State via their website.

****NOTE**** The process can take up to 5 minutes to complete and display the files in your M: drive, don't panic if you don't immediately see them for accessing.



Certification Hours Tracking

Submitting Quarterly Hour Report to State



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Questions? Contact us!

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