



A user should **not** have more than 1 role assigned to them in each colored block, as permissions supersede one another. Each LEA should have at least 1 person who has the *LEA Authorized Signer* or *LEA Editor* role to manage credentials AND 1 person who has the *LEA Workforce Manager* role to manage the workforce information. Please do not assign every role in the system to people within your entity. EPP roles are Educator Preparation Programs only, and County roles are for County Superintendent offices only. Thank you

Current Certification System Roles:

Certification: LEA Authorized Signer	This role allows users to view certification-related information, create, manage, and digitally sign verification of Professional Development (PD), PreK-12 Experience, Training, and Work experience, and create, manage, and digitally sign requests for Emergency Certificates and Fingerprint Conditional Early Releases. Users can submit unprofessional conduct. Assignment of this role requires final approval (secondary approval) by Certification Leadership. <u>Examples of who should have this role:</u> • LEA Superintendent • LEA Charter Executive Director/Representative • LEA Superintendent's Designee • LEA Charter Executive • LEA HR Director • LEA HR Director's Designee
Certification: LEA Editor	This role allows users permission to view certification-related information; create and manage verification of Professional Development (PD), PreK-12 Experience, Training, and Work experience; create and manage requests for Emergency Certificates and Fingerprint Conditional Early Releases. Users can submit unprofessional conduct. Assignment of this role requires final approval (secondary approval) by Certification Leadership. <u>Examples of who could have this role:</u> • HR Technician
Certification: LEA Read-Only	This role allows users permission to view certification-related information, LEA verifications of experience, and LEA emergency certificate requests. Assignment of this role requires final approval (secondary approval) by Certification Leadership. <u>Examples of who could have this role:</u> • LEA Administrative Assistant • LEA Data Analyst
Certification: LEA Workforce Manager	This role allows users permission to manage staff data, view certification-related information, manage positions and assignments, monitor compliance-related status, complete surveys, submit performance evaluation data, access reporting, and submit unprofessional conduct. Assignment of this role requires final approval (secondary approval) by Certification Leadership. <u>Examples of who could have this role:</u> • LEA Superintendent • LEA Charter Executive Director/Representative • LEA Superintendent's Designee • LEA Charter Executive • LEA HR Director • LEA HR Director's Designee
Certification: LEA Workforce Read Only	This role allows users permission to view staff data, certification-related information, positions and assignments, performance evaluation data, and some reporting information. Assignment of this role requires final approval (secondary approval) by Certification Leadership. <u>Examples of who could have this role:</u> • LEA Administrative Assistant • LEA Data Analyst

Certification: Site Workforce Editor	This role allows users permission to view staff certification-related information and manage position and assignments at the building/site level . (i.e. School/Site Principal enters position descriptions and assignment information). Assignment of this role requires final approval (secondary approval) by Certification Leadership. **If you have the LEA Workforce Manager role, you do not need the Site Workforce Editor role** <u>Examples of who could have this role:</u> School/Site Principal
Certification: Site Workforce Read Only	This role allows users permission to view staff certification-related information, position, and assignments at the building/site-level only . Assignment of this role requires final approval (secondary approval) by Certification Leadership. <u>Examples of who could have this role:</u> - School/Site Administrative Assistant - School/Site Principal's Designee

Certification: EPP Authorized Signer This role is for an educator preparation program only.	This role gives a user permissions to view Certification-related information; create, manage, and digitally sign Institutional Recommendations (IR); create, manage, and digitally sign Alternative Teaching, Student Teaching Intern, and Interim Administrative program enrollment and progress. This role is for an educator preparation program only. Assignment of this role requires certification leadership's final approval (secondary approval). <u>Examples of who could have this role:</u> - EPP Signatory - College of Ed Signatory
Certification: EPP Editor This role is for an educator preparation program only.	This role gives a user permissions to view Certification related information; create and manage Institutional Recommendations (IR); create and manage verification of Alternative Teaching, Student Teaching Intern, and Interim Administrative program enrollment and progress. This role is for an educator preparation program only. Assignment of this role requires certification leadership's final approval (secondary approval). <u>Examples of who could have this role:</u> - EPP Signatory - College of Ed Signatory
Certification: EPP Read-Only This role is for an educator preparation program only.	This role gives a user permissions to view Certification related information and view EPP recommendations and verifications. This role is for an educator preparation program only. Assignment of this role requires certification leadership's final approval (secondary approval). <u>Examples of who could have this role:</u> EPP Designee

Certification: County Authorized Signer This role is for a County Superintendent's office only.	This role gives a user permissions to view Certification related information at a County Superintendent's office ; create, manage, and digitally sign verification of Position and Direct Supervision for Interim Administrative certification. Assignment of this role requires final approval (secondary approval) by Certification Leadership. <u>Examples of who could have this role:</u> - County Superintendent - County Superintendent Office
Certification: County Editor This role is for a County Superintendent's office only.	This role gives a user permissions to view Certification related information at a County Superintendent's office ; create and manage verification of Position and Direct Supervision for Interim Administrative certification. Assignment of this role requires final approval (secondary approval) by Certification Leadership. <u>Examples of who could have this role:</u> County Superintendent Designee

**Certification:
County Read-
Only**

This role is for a
County
Superintendent's
office only.

This role gives a user permissions to view Certification related information and County verifications, only, at a **County Superintendent's Office**. **Assignment of this role requires final approval (secondary approval) by Certification Leadership.**

Examples of who could have this role:

- County Superintendent Designee