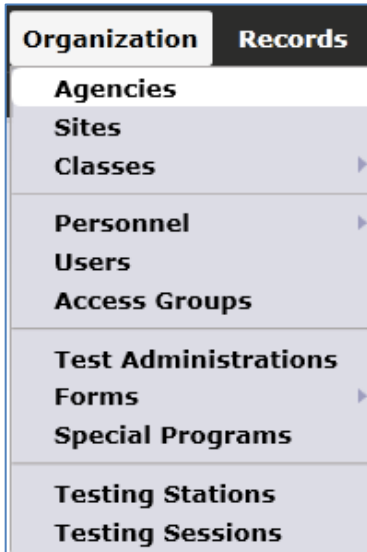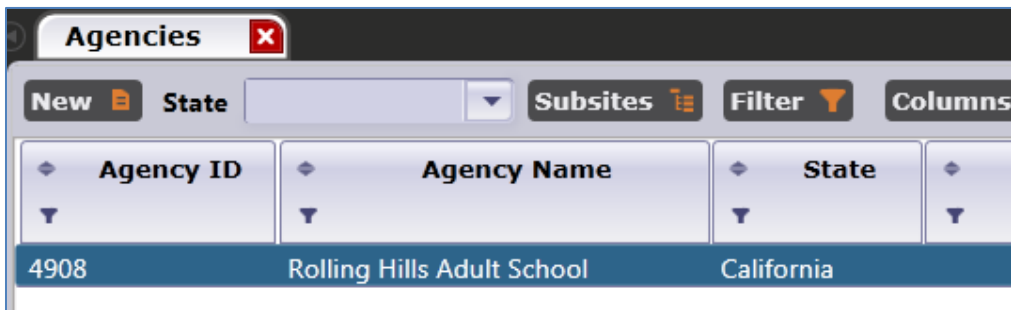# Specify Personnel Information in the Agency Lister
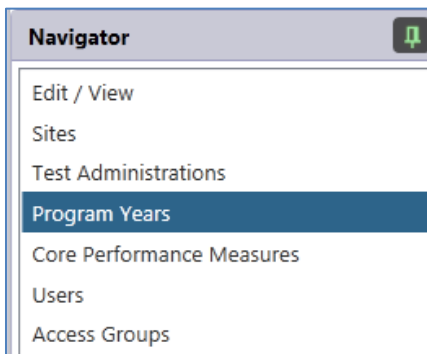
1. On the **Organization** menu, select **Agencies.**

2. Double-click anywhere on the row to open the Agency Record.

3. On the Navigator bar, click **Program Years**.

4. Open the record for the current program year.

Program Years

| New | Subsites | Filter | Columns | Sort | Delete | ◄◄ ◄ | 3 | / 3 ► ►| | Refresh | Export | 3rd Party |

◆	**Funding Sources**	▲ **Program Year**
▼		▼
Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/GED; EL Civics: Civic Participation, Citizenship Preparation	7/1/2010 - 6/30/2011
Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/GED; EL Civics: Civic Participation, Citizenship Preparation	7/1/2011 - 6/30/2012
Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/GED; EL Civics: Civic Participation, Citizenship Preparation	7/1/2012 - 6/30/2013

5. This displays several tables where you can input agency information to meet state and federal requirements.

Navigator

Edit / View
Additional Assessments
Core Performance Measures

| New | Save | Cancel | Delete | Duplicate | ◄◄ ◄ | 3 | / 3 ► ►| | Go To Linked | Disconnect | Section Li |

Program Year Information

Agency ID: 4908
Agency Name: Rolling Hills Adult School
Agency: 4908 - Rolling Hills Adult School
Program Year: 7/1/2012 - 6/30/2013

Funding Sources

Funding Sources: Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/GED
EL Civics: Civic Participation, Citizenship Preparation

Adult Education Personnel

Function	Part-time Personnel	Full-time Personnel	Unpaid Volunteers
Local-level Administrative/Supervisory/Ancillary Services	0	0	0
Local Teacher	0	0	0
Local Counselor	0	0	0
Local Paraprofessional	0	0	0

Years of Experience

Experience	Part-time Personnel	Full-time Personnel
Less than one year	0	0
One to three years	0	0
More than three years	0	0

Certification

Certificate	Part-time Personnel	Full-time Personnel
No certification	0	0
Adult Education Certificate	0	0
K-12 Certification	0	0
Special Education Certification	0	0
TESOL Certification	0	0

Average Daily Attendance

A. Adult Education (Include CalWORks and concurrent students)

Subsection	Enrollment	Enrollment (edits)	ADA	ADA (edits)	ADA IP	ADA IP (edits)
1. Elem. Basic Skills (Equivalent to Grades 1-8)	0	0	0	0	0	0
2. High Sch. Subj. (Equivalent to Grades 9-12 and GED Prep.)	0	0	0	0	0	0
3. English-as-a-Second-Language	0	0	0	0	0	0
4. Citizenship (Immigrant Education)	0	0	0	0	0	0

6. **Adult Education Personnel** enables you to input the item count of personnel, such as teachers and administrators—similar to the AE Personnel Wizard in TOPSpro.

Adult Education Personnel

Function	Part-time Personnel	Full-time Personnel	Unpaid Volunteers
Local-level Administrative/Supervisory/Ancillary Services	0	0	0
Local Teacher	0	0	0
Local Counselor	0	0	0
Local Paraprofessional	0	0	0

7. **Years of Experience** and **Certification** enable you to input the personnel information required by the NRS starting 2012-13. Here you can provide the item count for both categories, as an alternative to entering this data in each Personnel Record.

Years of Experience

Experience	Part-time Personnel	Full-time Personnel
Less than one year	0	0
One to three years	0	0
More than three years	0	0

Certification

Certificate	Part-time Personnel	Full-time Personnel
No certification	0	0
Adult Education Certificate	0	0
K-12 Certification	0	0
Special Education Certification	0	0
TESOL Certification	0	0

8. Entering this data for Adult Education Personnel, Years of Experience, and Certification works the same way.

9. Click the **Edit** icon.

10. Enter the item count into each cell.

Years of Experience

Experience	Part-time Personnel	Full-time Personnel
Less than one year	0	1
One to three years	0	6
More than three years	11	5

11. Click **Save**.