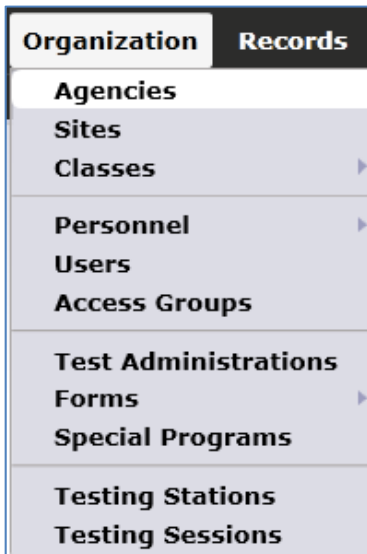
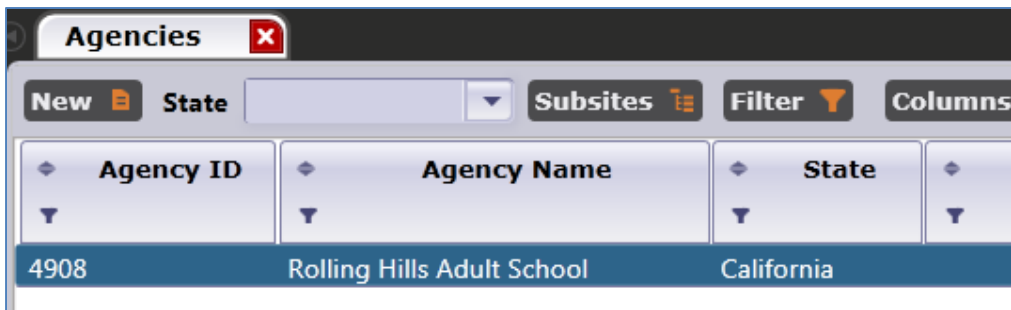


Specify Personnel Information in the Agency Lister

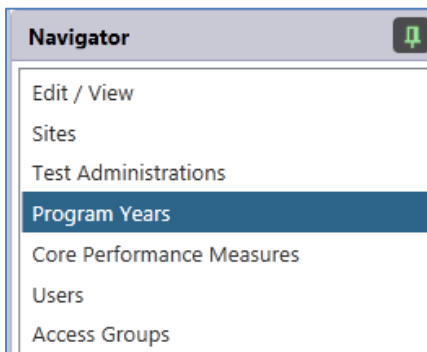
1. On the **Organization** menu, select **Agencies**.



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



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



- Open the record for the current program year.

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

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

[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/VESEL/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



- 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**.

