## 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.

Agencies 🛛				
New 🖹 State	Subsites 🧃	Filter <b>T</b> Co	lumns	
Agency ID	Agency Name	<ul> <li>State</li> </ul>	\$	
т	т	Ŧ	Ψ	
4908	Rolling Hills Adult School	California		

3. On the Navigator bar, click Program Years.

Navigator 📮		
Edit / View		
Sites		
Test Administrations		
Program Years		
Core Performance Measures		
Users		

4. Open the record for the current program year.

Program Years		
New 🖹 Subsites 📰 Filter 🍸 Columns 🔤 Sort 💱 Delete 🗙 <table-cell> 🕙 3 / 3 🕞 🕞 Refre</table-cell>	sh 💈 Export 📴 3rd Party	
Funding Sources	Program Year	
T	Ŧ	
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	New 🖹 Save 🛒 Cancel 🥥 Delete 🗙 Dup	plicate 🌆 🕢 🕢 👔 / 3 🕞 🕞 Go To Linked 🥶 Disconnect 🥖 Section Li			
Edit / View	Program Year Information				
Additional Assessments	Agency ID: 4908				
Core Performance Measures	Agener Namer Delling Hills Adult School				
	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, Citize	enship Preparation			
	Adult Education Personnel				
	Function	Part-time Personnel Full-time Personnel Unpaid Volunteers			
	Local-level Administrative/Supervisory/Ancillary Service	es 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	e Personnel			
	Less than one year 0	0			
	One to three years 0	0			
	More than three years 0	0			
	Certification				
	Certificate Part-time Personnel F	ull-time Personnel			
	No certification 0	0			
	Adult Education Certificate 0	0			
	K-12 Certification 0	0			
	Special Education Certification 0	0			
	IESOL 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)				
	2. High Sch. Subj. (Equivalent to Grades 9-12 and GED	Prep.) 0 0 0 0 0			
	5. English-as-a-Second-Language				
	4. Citizensnip (immigrant Education)				

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 Pe	rsonnel	Full-time Pe	rsonnel
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.