## Attachment D

## Entering Adult Education Personnel Information in TOPSpro Enterprise

This document covers how to complete the California End of Year Adult Education Personnel Information requirement. This information is included in the National Reporting System's Table 7 - Adult Education Personnel by Function and Job Status.

1. In the TOPSpro® Enterprise software, under the **Organization** menu, click **Agencies**.

TE View	Organization	Records	Report
	CAEP Conso	rtia	
	Agencies		
	Sites		
	Classes		

2. Open the record for your agency by double clicking on your agency.

TE View O	rganization Records Reports Tools Help	
Agencies:5		
New 🗎	Filter 🍸 Columns 🖩 Sort 💱 Delete 🗙 🕞 🔿	
Agency ID	Agency Name	
4908	Rolling Hills Adult School (RHAS)	

3. On the Navigator bar, click Program Years.



4. Open the record for the current (7/1/2023–6/30/2024) Program Year.

Program Years			
New 🛯 4908 - Rolling Hills Adult School (RHAS) 🔽 Subsites 📳 Filter 🍸 Columns 🥅 Sort 掛 Delete 🗙 闽 🔾 7 /			
Program Year	Funding Sources		
т	T		
7/1/2018 - 6/30/2019	Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/HSE; EL Civics: Civic Participation, Citizenship Preparation		
7/1/2019 - 6/30/2020	Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/HSE; EL Civics: Civic Participation, Citizenship Preparation		
7/1/2020 - 6/30/2021	Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/HSE; EL Civics: Civic Participation, Citizenship Preparation		
7/1/2021 - 6/30/2022	Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/HSE; EL Civics: Civic Participation, Citizenship Preparation		
7/1/2022 - 6/30/2023	Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/HSE; EL Civics: Civic Participation, Citizenship Preparation		
7/1/2023 - 6/30/2024	Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/HSE; EL Civics: Civic Participation, Citizenship Preparation		
7/1/2024 - 6/30/2025			
7/1/2025 - 6/30/2026			
7/1/2026 - 6/30/2027			

5. Under the **Program Year** record, enter information for **Adult Education Personnel**. Enter the number of adult education personnel in your WIOA, Title II and/or English Literacy (EL) Civics programs for each category.

## Adult Education Personnel

Function / Job Type	Part-time Personnel	Full-time Personnel	Unpaid Volunteers
Local-level Administrative/Supervisory/Ancillary Services	1	4	0
Local Teacher	30	0	0
Local Counselor	1	1	0
Local Paraprofessional	6	0	0

6. Under the **Program Year** record, enter information for **Teachers' Years of Experience in Adult Education**. Enter the number of teachers that corresponds to each of the three years of experience categories. This number should match the number of teachers in the first table.

Teachers' Years of Experience in Adult Education	itior
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Experience	Part-time Teachers	Full-time Teachers
Less than one year	3	0
One to three years	12	0
More than three years	15	0

7. Under the **Program Year** record, enter information for **Teacher Certification**. Enter the number of teachers that meets the criteria for the five certification categories.

Certificate	Part-time Teachers	Full-time Teachers
No certification	0	0
Adult Education Certificate	3	0
K-12 Certification	24	0
Special Education Certification	3	0
TESOL Certification	0	0

## Teacher Certification

8. Click Save.

	New 🖹 Save 🗮 Cancel 🥝 Delete 🗙 Dupl	icate 🐚 💽 🗨 🔽	
	Program		
	Agency: <u>4908 - Rolling Hills Adult School</u>	(RHAS)	
	Test Units Available		
	Funding Sources		
	Funding Sources:		
	Adult Education Personnel		
I	Function / Job Type	Part-time Personnel	
I	Local-level Administrative/Supervisory/Ancillary Services	1	
4	Local Teacher	30	
	Local Counselor	1	
	Local Paraprofessional	6	