

Attachment D

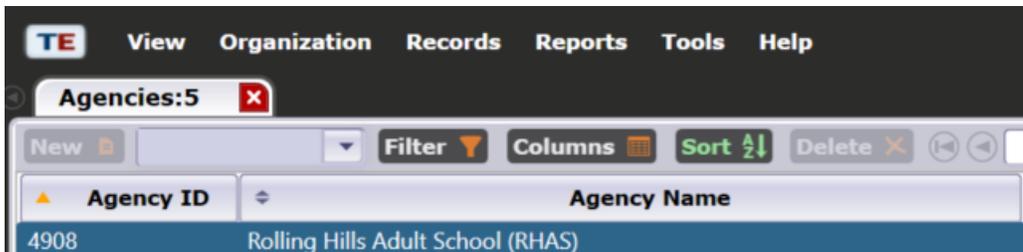
Entering Adult Education Personnel Information in TOPSpro Enterprise

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.

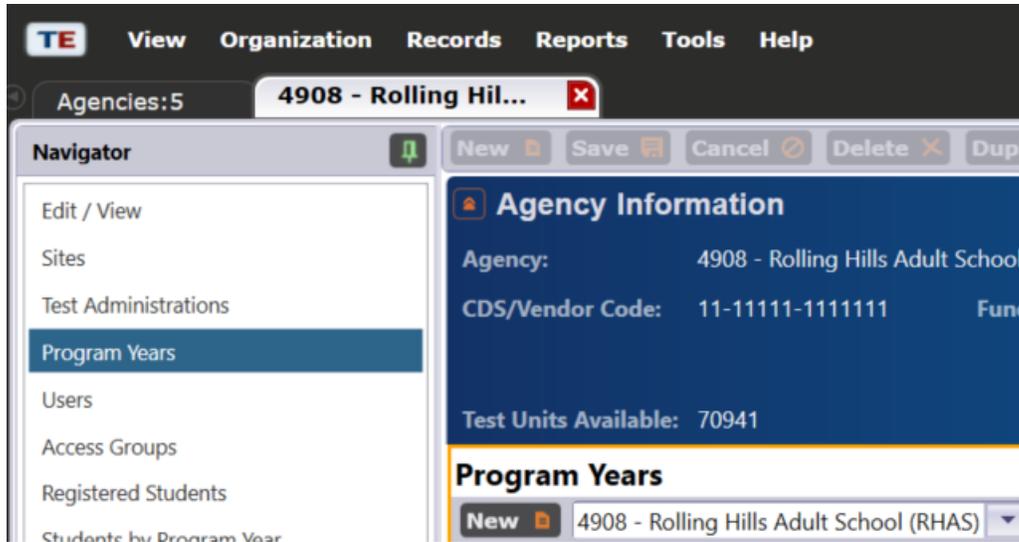
1. In the TOPSpro® Enterprise software, under the **Organization** menu, click **Agencies**.



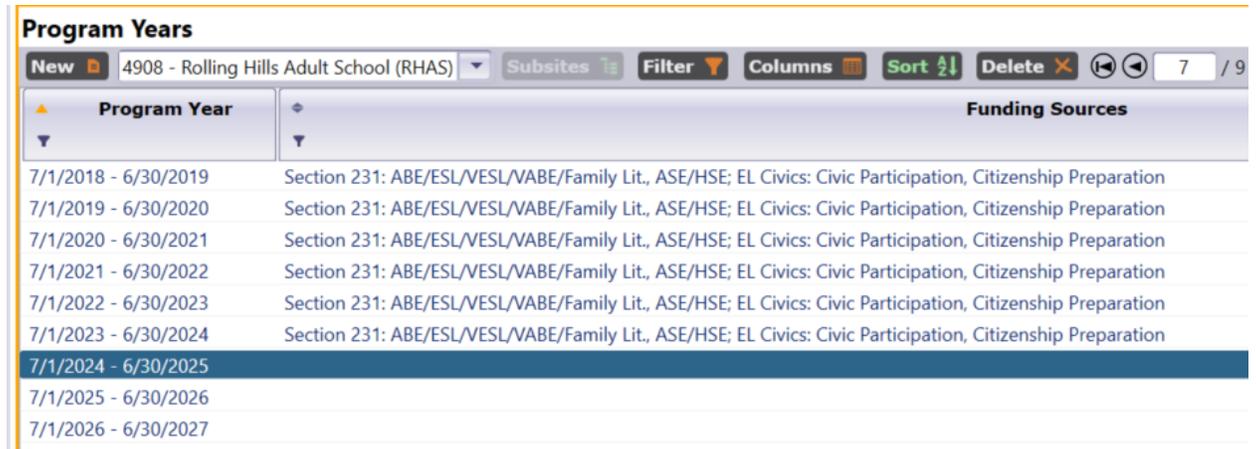
2. Open the record for your agency by double clicking on your agency.



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



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



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

- 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**

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

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

  **Teacher Certification**

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

- Click **Save**.

New Save Cancel Delete Duplicate

Program Information

Agency: 4908 - Rolling Hills Adult School (RHAS)
Test Units Available

Funding Sources

Funding Sources:

Adult Education Personnel

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