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CareerTech Information Management System (CTIMS)

Technology Center Info Submitter Guidebook

OKLAHOMA CareerTech

IMD Information Management Division

April 2021
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**IMPORTANT THINGS TO REMEMBER WHEN USING CTIMS**

IT IS IMPOSSIBLE (ALMOST!) TO STRESS THE IMPORTANT ROLE YOU ARE PLAYING IN THE COLLECTION AND MAINTENANCE OF THIS INFORMATION.

- **YOU ARE ACCESSING THE ODCTE PERSONNEL SYSTEM.**
- **AS THE PERSON DESIGNATED TO MAINTAIN YOUR TECHNOLOGY CENTER’S RECORDS, YOU ARE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED.**
- **ANY CHANGES YOU MAKE TO A RECORD ON THE DATABASE OCCUR THE INSTANT THE SUBMIT BUTTON IS CLICKED.**
- **THE INFORMATION CONTAINED IN CTIMS IS USED FOR A VARIETY OF PURPOSES, INCLUDING BUT NOT LIMITED TO:**
  - Technology Center Funding Calculation
  - Accreditation
  - State Equipment Inventory
  - Student Enrollment/Follow-up Information
  - On-line and Scantron Testing
  - Mailings and E-mail Lists
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CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at CTIMSSupport@careertech.ok.gov, or contact:

- **Mika Hickman**
  Administrative Assistant
  Office: (405) 743-5124
  Email: Mika.Hickman@careertech.ok.gov

- **Rebecca Thacker**
  Technical Support Specialist
  Office: (405) 743-5134
  Email: Rebecca.Thacker@careertech.ok.gov

- **Andra Beyer**
  Data Quality Coordinator
  Office: (405) 743-5403
  Email: Andra.Beyer@careertech.ok.gov

- **Kerri Watkins**
  Manager, Information Management Division
  Office: (405) 743-6882
  Email: Kerri.Watkins@careertech.ok.gov

- **Carol Hall**
  Performance Data/Analysis Coordinator
  Office: (405) 743-5125
  Email: Carol.Hall@careertech.ok.gov

- **Andra Beyer**
  Data Quality Coordinator
  Office: (405) 743-5403
  Email: Andra.Beyer@careertech.ok.gov

Finance Contact

IMPORTANT: For questions about specific finance (salary, TRS, FBA, etc.) requirements, contact Joanne Dewald.

- **Joanne Dewald**
  Financial Services-Financial Operations Administrator
  Office: (405) 743-6824
  Email: Joanne.Dewald@careertech.ok.gov
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**Help and Troubleshooting**

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Include your school name and your telephone number and we will contact you. Someone is always monitoring that inbox and will return your email swiftly.

If you have forgotten your password, click the Forgot your password? link to reset.

For helpful tips, see the [CTIMS Helpful Hints](#) section of this document.

**IMPORTANT:** Please log into CTIMS using the latest version of Microsoft Edge, Google Chrome, or Mozilla Firefox. CTIMS is currently not compatible with other browsers.

**CTIMS Customer Support Contact**
Rebecca Thacker
Office: (405) 743-5134
Email: [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)
Staff at ODCTE utilizing personnel data will consider the information to be current as of the date accessed. The information put in the personnel data system (CTIMS) is used for reporting and publishing reports to the public and other entities. It is extremely important that the records for your technology center staff be maintained on a regular basis.

Objective: This guidebook will take you through the steps to add/update Technology Center personnel information in CTIMS.

Logging into CTIMS

Sign in using your school email and CTIMS password at https://ctims.okcareertech.org/CTBDSWeb

Or,

Go to http://www.okcareertech.org/ and select CTIMS on the red banner at the top of the page.

On the CTIMS website, select the green CTIMS Login button.
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**Accessing People Data**

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of Tech Center Info Submitter in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see Tech Center Info Submitter, contact CTIMSSupport@careertech.ok.gov

---

Click the arrows next to People Data & PID Process.

Click on the Manage PID Data link under PID Process.
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**Manage People Data**

**Manage PID Data Screen**

On the Manage PID Data screen, choose what you want to do: Create New Instructor PID, Create New Non-Instructor PID, Manage PID Requests, Remove Person from PID, Move Person to Different PID, Manage People, or Tech Center People Data Bulk Update.

**Manage People**

View/Update Individual Personal Information:

Manage People screen: Ability to search for individuals or view all people by organization

- Click the radio button next to Manage People.

![Manage PID Data Screen](image)

Search by **INDIVIDUAL**

- Check the box next to Search Across Employee Info to select it.

![Manage People Data](image)
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- Select Search On field, choose how you would like to search.
  - Hint: Search by the most unique part of the person's name.
- Search Text field, type in the text you wish to search.

Click Load. A list of records or just 1 record (depending on how you narrowed down your search) will appear in the grid below.
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Search by SITE

- Make sure the All organizations box is un-checked.
- Make sure Tech Sites is selected from the drop-down menu.
- Type the first 3 letters of your organization for it to populate.
  - Select organization.
- Click Load.

Search by DISTRICT/All Campuses

- Make sure All organizations box is un-checked.
- Make sure Tech Sites is selected from the drop-down menu.
- Type the first 3 letters of your organization for it to populate.
  - Hint: At the same time, push Ctrl+A on your keyboard to select all campuses.
  - Hit Enter on your keyboard.
    - All campuses should be listed.
- Click Load.
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Find People

- Click on the CTIMS-EID hyperlink with the name of the person you would like to view/update.

**CTIMS-EID is the ONE unique record number for each person in CTIMS. It will follow that person anywhere they go within the CT system.**

- After you click on the CTIMS-EID hyperlink, the basic information for the selected person will open in a pane on the right side of the screen (the screen will split). That will allow you to update additional information.
  - *As you click each tab and update information, make sure you click SAVE before navigating to another tab or closing the screen.*
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Basic Information

- Update/edit the information by clicking in the appropriate field and typing.
- Save Changes.
  1. **Preferred Job Title is now form fillable.**
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Phone Information

- Update/edit the information by clicking in the appropriate field and typing.
  1. Make sure the Primary Contact is always the school primary phone number.
  2. Make sure the Status field is Active.
  3. Any number you add, you can make the status active.
     - If there are any marked as active that do not have a number listed, make those inactive.
     - **To make Active/Inactive: click in the field and check the box for active and uncheck the box for inactive.
- Save Changes.
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Email Information

- Update/edit the information by clicking in the appropriate field and typing.
  1. Make sure the Primary Contact is always the school email address.
  2. Make sure the Status field is Active.
  3. Any other email address you add, you can make the status active. If there are any marked as active that do not have an email listed, make those inactive.
    - To make Active/Inactive: click in the field and check the box for active and uncheck the box for inactive.
- Save Changes.

![Manage People Data](image1.png)

Teacher Certification

- Update/edit the information by clicking in the appropriate field and typing.
- Save Changes.

![Manage People Data](image2.png)
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- **Teacher Certificate Example:**
  1. Teacher # - (NOT the Cert#)
  2. Class of Certification
  3. Description
  4. Valid From/To Dates
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Experience

- Update/edit the information by clicking in the appropriate field and typing.
- Save Changes.

Education

- Update/edit the information by clicking in the appropriate field and typing.
- Save Changes.
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Salary Detail

- Update/edit the information by clicking in the appropriate field and typing.
- **If a person has 2 PID’s - you can toggle between both by clicking the drop-down arrow next to PID**.
- Save Changes.
  1. **See Appendix A for Salary and Benefits submission details**
     - For information on what or how to enter data on this screen, contact **Joanne Dewald**
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**Contact Details**

- Update/edit the information by clicking in the appropriate field and typing.
- Save Changes.

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Street Address</th>
<th>Apartment Room Or Suite Number</th>
<th>City</th>
<th>County</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Oklahoma</td>
<td></td>
</tr>
<tr>
<td>Office Mail</td>
<td>3 C T Circle</td>
<td></td>
<td></td>
<td></td>
<td>Oklahoma</td>
<td></td>
</tr>
<tr>
<td>Office Physical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Oklahoma</td>
<td></td>
</tr>
</tbody>
</table>

**Person Work Assign**

- Update/edit the Primary Work Assignment by clicking in the appropriate field and typing.
- Save Changes.
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**Tech Center People Data Bulk Update**

Ability to update personnel in bulk (on one screen).

- Click the radio button next to Tech Center People Data Bulk Update.

```
Dashboard   Manage PID Data   

Manage PID

Technology Center PID Management
- Create New Instructor PID
- Create New Non-Instructor PID
- Manage PID list
- Remove Person from PID
- Move Person to Different PID
- Manage People

Tech Center People Data Bulk Update
```

**Search by SITE**

- Make sure the All organizations box is *un*-checked.
- Type the first 3 letters of your organization for it to populate.
  - Select organization.
- Click Search.
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Search by DISTRICT/All Campuses

- Check the box next to All Organizations.
  - Click Search. Or,
- Type the first 3 letters of your organization, in the Select Organization text box, for it to populate.
  - At the same time, push Ctrl+A on your keyboard to select all campuses.
  - Hit Enter on your keyboard.
    - All campuses should be listed.
- Click Search.
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**Update Information in Bulk**

- Everyone in your district will populate in the grid below.
  - Click on who you want to update.
    - You will see the person’s information, that you clicked on, in the gray box at the of the grid – this will help you know where you are in the update process.
    - Click in any cell that needs updated.
      - You can tab to a new cell.
  - Click Save Changes before you move to a new line – so you don’t lose what you updated.

- To open an individual’s record, click on their CTIMS-EID number hyperlink.
  - You will see the person’s information, that you clicked on, at the top of the page – this will help you know who you clicked on.
    - Click on any tab to update information.
    - Instructions here, if needed.
  - Click on the X on the PID tab to close and return to the bulk grid.
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Manage PID list

- Click the radio button next to Manage PID List.

Search by DISTRICT

- Check the box between School & All*.
- Choose a search option from the drop-down Search Criteria menu.
- Type the the first 3 letters of your organization in the Search Text box.
- Click Search.
Assign Person to a PID

- To narrow down your search - use the black funnel in the PID column to filter the PID you are needing.
- Click Assign Person to assign a new/existing person to this PID.

NOTE: Before assigning a person to a PID, ALWAYS search to make sure that the person is not already in the system – this will prevent duplicate records from being made.
In the Select Search On field, choose how you would like to search.
1. Search the most unique part of the person’s name.
2. Type in the text you wish to search in the Search Text field.

Click Load. A list of records or just 1 record (depending on how you narrowed down your search) will appear in the grid below.
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- If a record pulls up for the person you are looking for – click on the row of that record to highlight the entire row blue.
  1. **Make sure you verify that it is the correct person – you can do this by clicking on the CTIMS-EID hyperlink to view that person’s record.
- Click Submit (PID-12345) to Assign the selected Person.

- Make sure the row with the correct PID, Calendar Year and School (Short Name) is marked Active under Assign and Yes under Primary.
- Click Submit.
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- Close the Person Basic Information screen by clicking Close Person Detail Panel.

Assign New Person to a PID

- **IF** a record does **not** pull up the person that you are searching for, click Assign (PID-12345) to a new Person.
**The screen will split.**

- Enter required fields on the Person Information screen
  - Job Title, Title, Last Name, First Name, Gender, Work Email.
  
  **Note A:** Organization and PID (Position ID) will auto-fill.
  
  **Note B:** If a race is not selected, after saving, it will default to ‘Unknown’. You can update this anytime in the manage people screen.
  
  **Note C:** Preferred School Mailing Address information SHOULD auto-populate. Verify that the address and phone are correct.
  
  - Click Save Changes.
  
  - Click Close Person Detail Panel at the top left corner of the page.
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Create New Instructor PID

- Click the radio button next to Create New Instructor PID.
  - This requires approval by IMD. Please feel free to email Andra Beyer after you have submitted a request.
- Type the the first 3 letters of the organization in the box next to Organizations* and select it.
- To see if there are any available instructor PID’s, in the correct division, at your organization, click the drop-down arrow, next to The following open PID(s) are available for this site.
- If there is an available PID, keep No selected next to Requesting new PID?
  - If there are not any PID’s available, click here.
- Click Select available PID and continue to assign a person.
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Click [here](#) to follow instructions on how to put someone in the selected PID.

- If there are not any available PID’s, click the Yes radio button next to Requesting new PID?
  - **The organization and Request Number will auto-fill.
- Click the drop-down arrow next to Type of Professional/Certified Staff Position (Job Code)* and select 066-Instructor.
  - You will only have an option of 066-Instructor on this screen, since you are requesting a new instructor PID.
    - **You will notice after you select this job code/job title another portion will appear on the screen.
- Type in the Preferred Job Title.
- Fill in the First Name and Last Name, last 4 of SSN and Date of Birth, if you have that information.
  - Please enter as much data/information as you can on each individual record.
- Select Yes or No, if the State Program has been approved.
  - If Yes, use the drop-down to find the approved program.
  - If No, use the drop-downs to select the division and state program the PID will fall under.
- Select Yes or No if the instructor will teach off site.
  - If Yes, follow these instructions to fill in the K12 School information.
  - If No, fill out the number of hours per day, week and year instruction will be provided.
    - Put a note, even if it’s just the date, in the Justification for additional PID text box.
    - Click Save as Draft.
    - Click Submit for Approval. (Screenshots below)
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**Tech Center Instructor teaching off site**

- Click +Add K12 School and Course(s)
- Type the first 3 letters of your organization in the box under Pick K12 Schools and select your organization.
- Type the first 3 letters of the program that will be taught at the K12 school site and select it.
- Fill out the Number of hours per day, week and year instruction will be provided.
- Put a note, even if it's just the date, in the Justification for additional PID text box.
- Click Save as Draft.
- Click Submit for Approval.
Staff at ODCTE utilizing personnel data will consider the information to be current as of the date accessed. The information put in the personnel data system (CTIMS) is used for reporting and publishing reports to the public and other entities. It is extremely important that the records for your technology center staff be maintained on a regular basis.

Create New Non-Instructor PID:

Click the radio button next to Create New Non-Instructor PID.

- Type the first 3 letters of the organization in the box next to Organizations* and select it.
- Select the drop-down arrow for Job Title and start typing the job title you are needing for this particular PID.
  - Note: if you can’t find what you need, email Andra Beyer.
- Select the drop-down arrow next to The following PID(s) are available for the selected Job Code.
  - If there is an available PID, select it.
  - Click Save Changes.
  - Click on Assign person to this PID.
  - Click here for instructions on assigning someone to a PID.

- If there is not an available PID:
  - You can enter the effective date of this PID (it is not required).
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- Select Yes or No on if the instructor will teach off site (this is not an instructor PID – we will get this reworded or removed).
- Select Job Title
  - Write down the PID Number
- Click Save Changes
  - To fill a new non-instructor PID you just created, go here.
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**Move Person to Different PID:**

- Click the radio button next to Move Person to Different PID.

  ![Diagram of Move Person to Different PID](image)

- Type the first 3 letters of the organization in the box next to Organization*.
- Click Search.
- Select the person you are wanting to move to a different PID.
- Click Move Down.
  - Scroll down to the bottom of the page.

  ![Diagram of Move Person to Different PID](image)

- Click Continue to Move Person to Different PID (at the bottom of the page).

- Click Continue to Move Person to Different PID (again).
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Remove Person from PID:

ONLY USE THIS SCREEN IF YOU ARE NOT FILLING THE PID RIGHT AWAY

- Click the radio button next to Remove Person from PID.
  
  - Type the first 3 letters of the organization in the box next to Organization*.
  - Click Search.
  - Select the person you are wanting to move to a different PID.
  - Click Move Down.
    - Scroll down to the bottom of the page.

- Click Continue to Remove Person from PID (at the bottom of the page).
  
  - Click Continue to Remove Person from PID, again.
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Exporting Information from People Management

- To access all people in a specific organization, follow instructions [here](#).
- To access all people under an entire district, follow instructions [here](#).
  1. Click the Export to Excel button.
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### Reports

- Click the arrows next to Reports & Report Framework.
  - Click on the Report Generation link under Report Framework.
- There are 4 reports that can be run:
  - People Data Details
  - PID Assignment Report
  - PID Master List Summary
  - Tech Center Salary Detail Report

Every report can be exported to XML, CSV, PDF, MHTML, Excel, TIFF &/or Word.
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CTIMS Helpful Hints

- By clicking once on any of the column headers, it will filter that column in ascending order. If you click on it twice, it will filter in descending order. If you click on it a third time it will go back to the order that was populated after clicking load.
- Filter further down by clicking on the black funnel, on any column, and typing in something to narrow down your search.

- There are scroll bars located at the bottom and right of some of the screens in CTIMS.
  - You can click on the pint in the top left panel. It will collapse the left panel when not using it.
  - If you cannot see all of the information on a screen, go to the right or bottom of the screen and use the scroll bar to see navigate over.
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- There are tabs within screens in CTIMS. Look for these tabs to view a different screen or more information.
- Many sections in CTIMS can be expanded in order to view more detailed information by clicking on the arrow next to the section header or line (row).
- Do not use the Print icon to print documentation.
- Use the save icon to download/save a PDF.
- You can only have 10 tabs open at one time. To close tabs, click on the on the right side of the tab you wish to close, then confirm that you would like to close by clicking OK on the confirmation screen.
Appendix A

CAREERTECH INFORMATION SYSTEM UPDATES & DATA DEFINITIONS

The information contained in the personnel file is used for several different purposes, including fulfilling requests from the state legislature and the State Board of Career and Technology Education. It is crucial that these records be accurate and up-to-date.

Salary updates
- Updated each fiscal year, no later than October 15.

Salary information should be reported in the following manner: (Conditions Table)

Base Salary
- Include the contracted annual salary of employee.
- Salary for hourly employees must be converted to an annual salary amount. Calculate based on (estimated number of hours per week) X (estimated number of weeks per annual contract period.) ODCTE recognizes annual salary amounts for hourly employees are estimated figures.
- Cash in lieu of health benefits should be reported in the “Other” field IF it is not included in contracted “Base Salary”.

Health Insurance
- Enter the amount the tech center pays for the individual employee health coverage.
- This could include family health coverage IF paid by the tech center.
  - Do not include dental, life, vision or other health related benefits. Definitions for flex benefits are health insurance only, so any additional benefits should be included in “Other”.
- Amounts paid by the individual for family coverage should Not be included in the Health Insurance column if these amounts are already included as part of “Base Salary” or if the cash in lieu of health benefits reported in “Other” was used for that purpose.
- Field amount for non-participants should be zero.

Teacher Retirement –
- The amount sent to TRS by the tech center for the employee’s participation.
- This amount DOES NOT include the employer’s contribution.
- This amount DOES include the employee’s contribution IF the tech center pays the employee’s share.
  - It should NOT include the employee’s contribution IF that amount is part of “Base Salary”. Does not include TRS offset amount. If the tech center pays the equivalent of the employee’s TRS offset, this amount should be reported in the “Other” field if not already included as part of “Base Salary.”
- Field amount for non-participant should be zero.
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Other

- Includes all other items, such as dental, life and vision insurance, annuities, cash in lieu of health benefits, TRS offset amount, and any other items not included as part of “Base Salary”.
- FY21 Flex Cash amounts (per month):
  - Certified non-participant: $69.71
  - Support non-participant: $189.69

Changes to personnel during the year

- Updates should be made at least once each month and should include removal of departing employees, addition of new employees, changes to employee information (name, address, e-mail address, etc.) and other similar types of updates and changes. Access to the CareerTech Information Management System (CTIMS) is available around the clock, allowing technology center staff to maintain accurate records at all times.
- Salary modifications occurring during a fiscal year for staff reported by the October 15 date do not need to be adjusted on the employee record.

The following staff should be included in the tech center records:

- Administrative and Instructional – All staff employed 50% or more.
- Adjunct Instructor – An instructor that is on a temporary contract, receives no benefits, is not on the regular payroll of the school, and is providing instruction for an approved career major.
- Support Staff – All staff employed 75% or more. Salary for staff receiving hourly wages must be converted to an annual amount. Support staff employed less than 75% can be added to the tech center file at the discretion of each tech center.
- Percentage of employment should be calculated based on a standard 40-hour work week (i.e. 20 hours per week = 50% employed). The contract length (number of months) should be entered for each employee in the file.

Should you have any questions concerning the Tech Center Information System, please contact Andra Beyer at 405-743-5403, or by e-mail at ctimssupport@careertech.ok.gov
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## TRS Job Codes

<table>
<thead>
<tr>
<th>TRS Code</th>
<th>Category</th>
<th>Definition</th>
<th>Job Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Superintendent (SDE certificate required and TC Admin Credential per ODCTE rules)</td>
<td>Not eligible - Specifically excluded. Schools may offer FBA, but must be funded locally.</td>
<td>Superintendent</td>
</tr>
<tr>
<td>2</td>
<td>Principal (SDE certificate required and TC Admin Credential per ODCTE rules. Category intended for Asst. and Deputy Supt's as well as Campus Principals)</td>
<td>Certified personnel means a certified person employed on a full-time basis to serve as a principal but shall not mean a Superintendent of a school district</td>
<td>Associate, Assistant, Deputy Superintendent, Principal</td>
</tr>
<tr>
<td>3</td>
<td>Professional (Certified with relevant industry certification and/or SDE certification)</td>
<td>Certified personnel means a certified person employed on a full-time basis to serve as a supervisor or administrator but shall not mean a Superintendent of a school district</td>
<td>Director, Assistant Director, Coordinator, Assistant Coordinator, Manager, Assistant Manager, Specialist, Assistant Principal, Purchasing / Finance Staff, Consultant (BID or MDG), Officer, Internal Auditor, Network Administrator, Police Officer, Registrar, Analyst</td>
</tr>
<tr>
<td>4</td>
<td>Professional (Non-Certified)</td>
<td>Professional non-certified means individuals not required to be certified by SDE or industry and is employed on full-time basis to serve as coordinators, adult education instructors and not included in the support personnel definition</td>
<td>Director, Assistant Director, Coordinator, Assistant Coordinator, Manager, Assistant Manager, Specialist, Purchasing / Finance Staff, Consultant (BID or MDG), Officer, Internal Auditor, Network Administrator, Police Officer, Registrar, Analyst</td>
</tr>
<tr>
<td>5</td>
<td>Counseling (SDE Certificate required)</td>
<td>Certified personnel means a certified person employed on a full-time basis to serve as a counselor but shall not mean a Superintendent of a school district</td>
<td>Counselor</td>
</tr>
<tr>
<td>6</td>
<td>Teaching (SDE Certificate required)</td>
<td>Certified personnel means a certified person employed on a full-time basis to serve as a teacher but shall not mean a Superintendent of a school district</td>
<td>Instructor, Integrated Academic Instructor</td>
</tr>
<tr>
<td>7</td>
<td>Teaching (Industry certified in field of instruction required)</td>
<td>Industry certified personnel means a certified person employed on a full-time basis to serve as a teacher to non-secondary students but shall not mean a Superintendent of a school district</td>
<td>Instructor, Integrated Academic Instructor</td>
</tr>
</tbody>
</table>
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<th>Job Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>School Nurse (RN license and SDE certificate required)</td>
<td>Certified personnel means a certified person employed on a full-time basis to serve as a certified or registered nurse but shall not mean a Superintendent of a school district</td>
<td>School Nurse</td>
</tr>
<tr>
<td>9</td>
<td>Support Staff</td>
<td>&quot;Support Personnel&quot; means full-time employees of a school district as determined by standard period of labor which is customarily understood to constitute full-time employment for the type of service performed by the employees who are employed a minimum of 6 hours per day for a minimum of 172 days or a minimum of 6 hours per day for a minimum of 1,032 hours per year and who provide services not performed by certified personnel, which is necessary for the efficient and satisfactory functioning of a school district, and shall include cooks, janitors, maintenance personnel, bus drivers, noncertified/nonregistered nurses, noncertified instructors or adult coordinators employed by technology centers.</td>
<td>Support Staff Custodian / Maintenance Staff Transportation Services Child Care Staff School Nurse (if noncertified/nonregistered) Warehouse Worker IT Support Instructor (if not certified by Industry or SDE)</td>
</tr>
</tbody>
</table>
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CTIMS Conditions Table

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<tr>
<th>IF TRS CATEGORY 2 - PRINCIPAL (SDE CERTIFICATE REQUIRED AND TC ADMIN CREDENTIAL PER ODCTE RULES. CATEGORY INTENDED FOR ASST AND DEPUTY SUPTS AS WELL AS CAMPUS PRINCIPALS)</th>
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<td><strong>CONDITION</strong></td>
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<td>3</td>
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<table>
<thead>
<tr>
<th>IF TRS CATEGORY 6 - TEACHING (SDE CERTIFICATE REQUIRED)</th>
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<tbody>
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<td><strong>CONDITION</strong></td>
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<table>
<thead>
<tr>
<th>IF TRS CATEGORY 7 - TEACHING (CERTIFIED IN FIELD OF INSTRUCTION REQUIRED)</th>
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<tr>
<td><strong>CONDITION</strong></td>
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*Adjuncts are allowed to enter years of service*