



ProCert Manual

Instructor

Version 3.2

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Instructor Functions

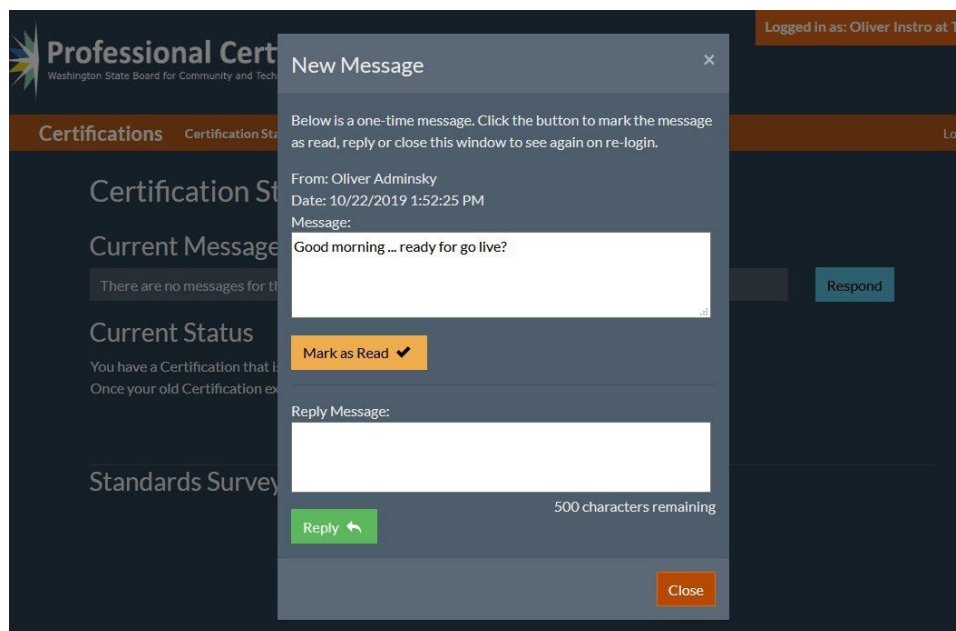
This document provides an introduction to each of the functions in ProCert for Instructors. Instructors complete a Skill Standards Survey, which will be used to create a Professional Development Plan (PDP). Instructors will be able to update their PDPs with documentation of their progress and activities, and send/receive messages with their supervisor

The site stores each version of PDPs, allowing older versions of PDPs to be viewable in a read-only mode.

All pages have an Information Icon [] which will show in a popup message, providing information on functions and terms specific to each page.

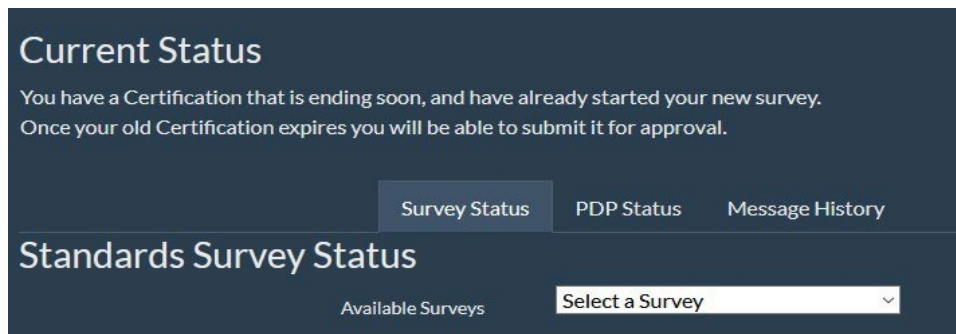
Messaging

After logging in, any messages from your supervisor will display in a popup window, giving you the option to mark it as read or to reply. Closing the window, without marking the message as read or replying, will result in the message reappearing on the next login.



Certification Status

This is the main page for instructors. From here you can view current and past messages. View status of a **Survey** and/or a **PDP**. There are three tabs to access on the current status page: **Survey Status**, **PDP Status**, and **Message History**.

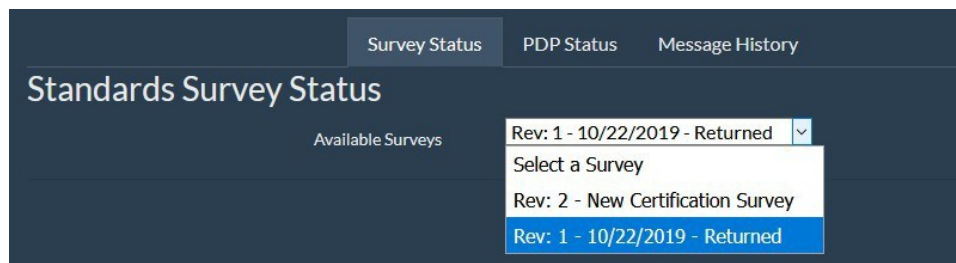


Survey Status

Allows an instructor to select from the dropdown a list of current and past **Surveys**. Selecting from the available **Surveys** list will open the Skill **Standards Survey** page. The survey revision number and date will be shown, along with a designation Type:

- **Returned** – the survey was returned for updates, before being approved.
- **New Certification Survey** - a new certification that is in progress.
- **Not Submitted** – a completed survey that has not been submitted.

Any survey identified with a date is a completed **Survey**.



PDP Status

Allows an instructor to select from the dropdown a list of current and past **PDPs**. Selecting from the available **PDPs** list will open the **Professional Development Plan** page. The PDP revision number and date will be shown, along with a designation Type:

- **Not Active** - the PDP is not active yet, because the current one has not expired.
- **Not Submitted** - the PDP has not been submitted.
- **Submitted** - the PDP has been submitted and is awaiting approval.
- **Returned** - the PDP has been returned for revisions, before being approved.

- **Approved** – the PDP has been approved and is active.
- **Completed** - the PDP and its activities have been completed.

Message History

A listing of all messages that an instructor has received, showing the message, date sent, and who sent the message.

Message	Date	Msg By
Good morning ... ready for go live?	10/22/2019	Oliver Adminky
OK ... talk soon	10/22/2019	Oliver Adminky
Boo ... message test	08/23/2019	Oliver Adminky
Hi Ollie	07/11/2019	Oliver Adminky

Standards Survey

This page provides access to your current **Survey**, or a **Survey** that is in progress. If you have started, but not completed, a survey, you will need to access it through the **Certification Status** page.

After accessing it from the **Certification Status** page you will be shown instructions on how to complete the **Survey**. If you have not completed your new faculty orientation you will need to contact your supervisor and complete that requirement first. If you have already completed your orientation, enter the quarter and year you completed the orientation, then click the save button. This will save information and allow you to continue with your survey.

As you fill out the survey form, moving from one step to the next, your responses will be automatically saved. You can return to the Survey at any time until it has been submitted. Do not use the back button of the browser, use the navigation supplied in the application. Using the back button will restart the process.

Standards Survey

✓ You are working on a current certification

Your Self-Assessment on 8 Skills Standards

Use this tool to conduct a self-assessment of your professional strengths and weaknesses. The Standards contain three **Level of Proficiency** that you must select from. Clicking on a standard activity will show a definition for each **proficiency**. You can use this information to help you select an activity. As you work your way through the screens, you may **SELECT** a level of proficiencies to address in your Professional Development Plan by checking the boxes on the right. These choices are not final yet, but each step is saved when you go to the next step. You will be able to move forward and backward through the Standards, and be able to review/print a summary of your responses before you submit the survey to your Supervisor. When approved the survey will be viewable, but not editable unless your supervisor returns it to you for updating.

Orientation Not Completed

Select Qtr ▼ Select Year ▼ Save

As a new professional-technical instructor, you are required to participate in an orientation as part of your on-boarding process. Please enter the quarter and year this was completed.

Note:

Standards required by your institution are highlighted in **RED**. You must select **at least one** key activity for each required Standard.

The proficiency drop-down is for your **Level of Proficiency** for a selected key activity. It must have a selection, besides N/A, for each key activity that is selected for the PDP.

Clicking on a **Key Activity** will display performance indicators by proficiency level.

Continue

Standards

There are currently two versions of Skill Standards, 2012 and 2024. After June 30, 2025, only the newest version of the standards will be available for any instructor starting this process. Current certifications utilizing the 2012 standards, or in the process of creating a certification under the 2012 standards, will continue under this version until the certification expires.

The goal of the **Survey** is to create a **PDP**. The Survey represents each of the Critical Work Functions and related Key Activities represented in the Skill Standards. Up to five standards have been marked as required by your college administrator, for instructors at your institution.

Standards that are marked as required must have at least one activity selected for inclusion in your PDP. Activities are selected by using the checkbox under the **Select for PDP** column. For each activity you will also complete a self-assessment of your proficiency level.

The **2012** standards have slightly different requirements. Instructions must select a **Level of Importance** and **Current Skill Level** from the provided dropdown lists.

The **2024** standards require instructions to select their **Current Proficiency Level**. This must be done for each key activity. Only the activity(s) that a marked checkbox in the **Select for PDP** column will show in your PDP.

Any activities that are not marked for being included in the **PDP** will default to **N/A**. For nonrequired standards, you can select any activity for inclusion into your **PDP** by checking the box under **Select for PDP**.

Note fields are provided for each selected activity -making notes is optional as you complete your survey.

The certification revision number, along with a progress bar, is located along the top of the form.

Required Standard

Required Standard - A - Manage Learning Environments - Step 1

Certification Revision: 2

12.5%

Level of Importance	Key Activity and Description	Current Skill Level	Select for PDP	Notes
N/A	Research, evaluate and obtain required equipment, systems, tools, supplies, and materials.	N/A	<input type="checkbox"/>	
High	Set up, maintain and repair instructional systems, equipment and/or tools.	High	<input checked="" type="checkbox"/>	09/08/2025
N/A	Develop a growth and replacement plan for systems, equipment and/or tools.	N/A	<input type="checkbox"/>	
N/A	Lead students and supervise learning environments.	N/A	<input type="checkbox"/>	
N/A	Research, select, evaluate and maintain off-campus learning environments.	N/A	<input type="checkbox"/>	
N/A	Evaluate and monitor the safety of the instructional areas and practices.	N/A	<input type="checkbox"/>	
N/A	Identify, evaluate, and implement new instructional strategies and technologies.	N/A	<input type="checkbox"/>	

Previous

Next

When the survey is complete, you can go back and verify selections by selecting the review link. This will display a Self-Assessment Summary.

H - Promote the Program and Recruit Students - Step 8

Certification Revision: 2 100%

Level of Importance	Key Activity and Description	Current Skill Level	Select for PDP	Notes
N/A	Participate in campus, high school and community organization activities and educational partnerships.	N/A	<input type="checkbox"/>	
High	Develop promotional plan.	High	<input checked="" type="checkbox"/>	08/28/2025
N/A	Provide program information for prospective students.	N/A	<input type="checkbox"/>	
N/A	Perform recruiting activities.	N/A	<input type="checkbox"/>	

Previous Review

Self-Assessment Summary

The displayed form is a summary of the survey you just completed and will represent the activities you have selected to be part of your PDP for your certification. You can print a copy or export an Excel formatted file. There are two radio buttons that will either display all activities or just the ones you selected for your PDP. Once you have reviewed and confirmed your choices, select **Finish Survey**.

Your Self-Assessment Summary Print Export to Excel

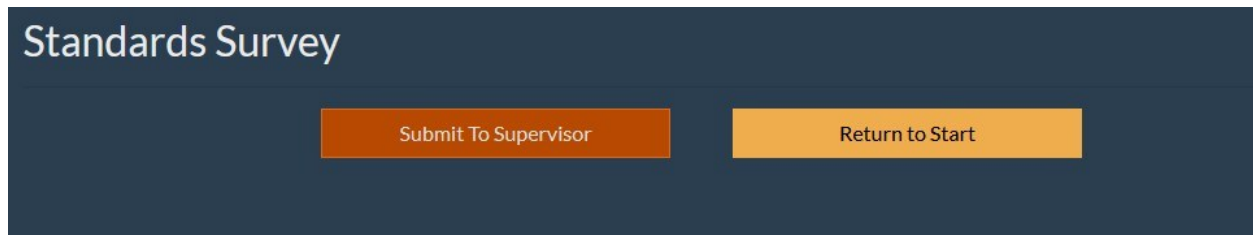
Following is a summary of the Skill Standards' Key Activities that you selected as areas you want to include in your Professional Development Plan. Other areas that were not chosen but that you selected Importance and Skill criteria can be viewed under the Certification Status page. Clicking the Finish Survey button below will either allow you to submit the survey for approval, or return to the beginning of the survey.

Certification Revision: 2 Submitted on: 9/8/2025 ☒ Show Chosen Only ☐ Show All

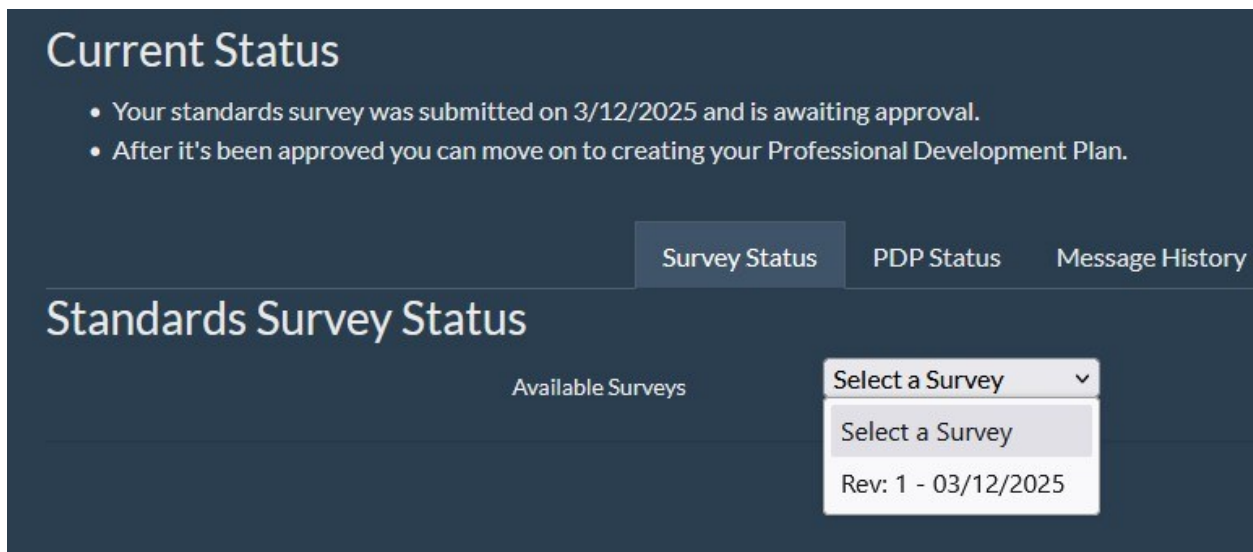
Key Activity	Importance	Assessment	Activity Notes
A2 - Set up, maintain and repair instructional systems, equipment and/or tools.	High	High	View/Add Note
B1 - Identify, evaluate, and modify outcomes.	High	Low	View/Add Note
C1 - Develop, review, and update program course plan.	High	High	View/Add Note
D3 - Initiate, develop, and implement student assessments.	High	High	View/Add Note
E1 - Provide students with access to instructor.	Very High	High	View/Add Note

Survey Completed

When finished with the survey, you can submit the survey or return to the start of the survey. Your supervisor will not be notified of your completed survey if it is not submitted for their review.

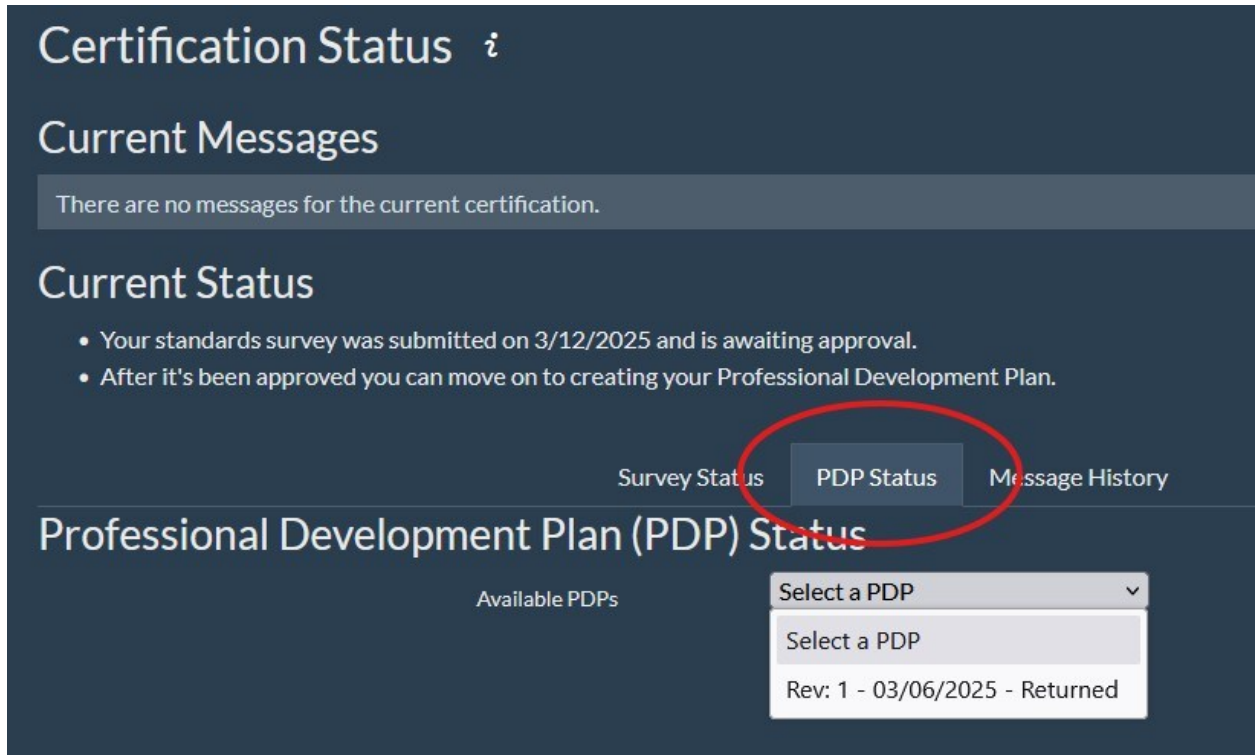


After submitting your survey, you will need to wait for your supervisor to approve the survey. A survey that has been submitted will show the date it was submitted. If your supervisor returns your survey with questions or edits the date it was returned will be displayed.



PDP Start

You will receive an email notification when your survey has been approved, which allows you to begin your PDP. Select the PDP Status tab, then select the PDP you are working on from the dropdown menu. The example shows a PDP that was returned for revisions. The displayed date is the date it was returned.



The screenshot shows the 'Certification Status' page. At the top, there's a section for 'Current Messages' with a message: 'There are no messages for the current certification.' Below this is the 'Current Status' section, which contains two bullet points: 'Your standards survey was submitted on 3/12/2025 and is awaiting approval.' and 'After it's been approved you can move on to creating your Professional Development Plan.' A navigation bar at the bottom of the status section has three tabs: 'Survey Status', 'PDP Status' (which is highlighted with a red circle), and 'Message History'. Below the navigation bar is the 'Professional Development Plan (PDP) Status' section. It features a label 'Available PDPs' and a dropdown menu. The dropdown menu is open, showing 'Select a PDP' at the top, followed by 'Rev: 1 - 03/06/2025 - Returned'.

Professional Development Plan

To access a returned or a new plan, go through the **Certification Status** Page. Click on the **PDP Status** tab. From the dropdown list select the appropriate **PDP**. This will take you to the **Professional Development Plan** page. Select your **PDP**. A listing of each standard and activity that you selected will be displayed. You can Export this page to Excel, which will make the form easier to complete. You can then upload the completed spreadsheet under **File Uploads** menu.

Your Self-Assessment Summary

Print
 Export to Excel

Following is a summary of the Skill Standards' Key Activities that you selected as areas you want to include in your Professional Development Plan. Other areas that were not chosen but that you selected Importance and Skill criteria can be viewed under the Certification Status page. Clicking the Finish Survey button below will either allow you to submit the survey for approval, or return to the beginning of the survey.

Certification Revision: 2 Submitted on: 9/8/2025

☒ Show Chosen Only
 ☐ Show All

Key Activity	Proficiency	Activity Notes
A2 - Set up, maintain and repair instructional systems, equipment and/or tools.		<div>09/08/2025</div> <div>Save Note</div>
B1 - Identify, evaluate, and modify outcomes.		<div>09/08/2025</div> <div>Save Note</div>
C1 - Develop, review, and update program course plan.		<div></div> <div>Save Note</div>

Edit Activities

Clicking on the edit link for each activity will allow you to add the following:

- Activity Description:** What is it that you're going to do to accomplish the activity?
- Activity Method:** How are you going to do it? Be as descriptive as you can.
- Due Date:** When do you plan on having the activity completed?
 - Clicking in the box will open a calendar to fill in the date.
 - Date selection is limited to 5 years out from the current date.
- Notes:** These fields can be populated with information to help you track your goals.
 - Once saved, existing notes are date stamped and cannot be deleted.

You have about 250 words (1500 characters) in the **Activity Description** and **Activity Method** field.

When completed, be sure to select the **Update** link. If you select a different **Edit** link, your data will automatically be saved.

Selecting the **Cancel** link will revert to the last saved results and close the editable fields.

Date Generated	9/8/2025				
Revision	2				
PDP Instructions					Export to Excel
	Activity	Activity Description	Activity Method	Due Date	Notes
Update Cancel	A2 - Set up, maintain and repair instructional systems, equipment and/or tools.	A2	A2b	01/29/2027	View/Add Notes
Edit	B1 - Identify, evaluate, and modify outcomes.	Make something	Show how to do it	10/31/2026	View/Add Notes
Edit	C1 - Develop, review, and update program course plan.	asd;fnas;dfkj;lajskfplajkfa	agsag dsfg dsfgsdgfsd gsd	12/23/2025	View/Add Notes

Date Generated	9/8/2025				
Revision	2				
PDP Instructions					Export to Excel
	Activity	Activity Description	Activity Method	Due Date	Notes
Update Cancel	A2 - Set up, maintain and repair instructional systems, equipment and/or tools.	A2	A2b	01/29/2027	View/Add Notes
Edit	B1 - Identify, evaluate, and modify outcomes.	Make something	Show how to do it		
Edit	C1 - Develop, review, and update program course plan.	asd;fnas;dfkj;lajskfplajkfa	agsag dsfg dsfgsdgfsd gsd		
Edit	D3 - Initiate, develop, and implement student assessments.	sdfdsf sf sdfs dfsd f	sgf sdfgsdfgd sgdsfgds Show how to do it		
Edit	E1 - Provide students with access to instructor.	sgsfdsd gsd fgsdgs	dfgdfg dfg dfgdgfd g		
Edit	G3 - Maintain current knowledge of the field.	Make something	Show how to do it	06/30/2027	View/Add Notes

Don't forget to save your work by *updating* the row.

Date Generated	9/8/2025	
Revision	2	
	Activity	Activity Description
Update Cancel	A2 - Set up, maintain and repair instructional systems, equipment and/or tools.	A2
Edit	B1 - Identify, evaluate, and modify outcomes.	Make something

Submit PDP to Supervisor

Select the link when you are ready to **Submit PDP to Supervisor**. Until this is done, you can always return to this page through the **Certification Status page**, click on the **PDP Status** tab, then select the **PDP** you are working on.

ain current knowledge of the field.	Make something	Show how to do it	06/30/2027	View
op promotional plan.	Make something	Show how to do it	07/01/2026	View
Submit PDP To Supervisor				

After the **PDP** has been submitted to the Supervisor, you will need to wait till the **PDP** is reviewed and either returned or approved. You will receive an email notification if returned for follow-up work. In the meantime, you can view the PDP in read-only mode and export it to Excel, by selecting the **View PDP** button.

Professional Development Plan

✓ You are working on a current PDP

- Your standards survey was submitted on 10/23/2019 and was approved on 10/23/2019.
- Your Professional Development Plan (PDP) was submitted on 10/23/2019.
- You are done till your PDP is approved.

[View PDP](#)

Professional Development Plan

✓ Your PDP has been submitted. Go to the **Certification Status** page to track your process.

Active PDP
PDP is Read-Only.

Date Submitted 9/8/2025

Revision 2

[Export to Excel](#)

Activity	Activity Description	Activity Method	Due Date	Completed	Notes
A2 - Set up, maintain and repair instructional systems, equipment and/or tools.	A2	A2b	01/29/2027	✓	View/Add Notes
B1 - Identify, evaluate, and modify outcomes.	Make something	Show how to do it	10/31/2026	✓	View/Add Notes

Completing Activities

After your **PDP** has been *approved*, you can begin working on your activities. As you make progress or complete each activity, you will log into the site, select the **Professional Development Plan**, and document your progress or completion for each activity. Document progress in the **Notes** field. Under the **Completed** column is a check box, use this to document an activity as completed.

Note: Once identified as **Completed**, this cannot be undone.

Active PDP

You may check a completed activity at anytime.

Caution: once checked, it cannot be unchecked.

Date Submitted9/8/2025

Revision2

Export to Excel

Activity	Activity Description	Activity Method	Due Date	Completed	Notes
A2 - Set up, maintain and repair instructional systems, equipment and/or tools.	A2	A2b	01/29/2027	<input checked="" type="checkbox"/>	View/Add Notes
B1 - Identify, evaluate, and modify outcomes.	Make something	Show how to do it	10/31/2026	<input checked="" type="checkbox"/>	View/Add Notes
C1 - Develop, review, and update program course plan.	asd;fnas;dfkj;lajskfplajkfa	agsag dsfg dsgrsdgsd gsd	12/23/2025	<input type="checkbox"/>	View/Add Notes

After checking the **Completed** box, an email will be sent to your supervisor informing them that you have completed the activity.

You will be notified when the activities due date is near. This time frame changes, depending on the notification settings selected by the site administrator. Available time frames are built into the system (contact your administrator for more information):

- **Reminders:** 30 – 120 days
- **Warnings:** 15 – 60 days

File Uploads

This page will allow you to view or add any files that you would like connected to the current certification process.

To upload a file, click the **Browse** button, select file from computer, add a **Description**, and select a **File Type**. Then upload by selecting the **Upload** button. Deleting a file is not reversible.

Description and file type are required.

List of File Types:

- First Aid/CPR/BBP Evidence
- First Aid/CPR/BBP Waiver
- Orientation
- PDP Evidence
- Annual Progress Report
- Outside Certification
- Other Documentation

Document Uploads

Click the button **Browse** to select the file from your computer that you wish to upload. When the file name is displayed next to the button, click the **Upload** button to submit the file.

Be sure to include a file description and select a file type. Files will not upload unless these are completed
Acceptable extensions are: .pdf, .doc, .docx, .xls, .xlsx

No file selected.

File Description

512 characters remaining

File Type

	File Name	File Description	File Type	Date Uploaded	Standard Year	Cert Expire
<div><input type="button" value="Delete"/> <input type="button" value="Download"/></div>	TestFile.pdf	Test file	Other Documentation	3/3/2025 1:39:05 PM	2024	2025 / Spring

My Account

Site where users maintain their account. Username and account are read-only. All other fields can be edited. Current standard is the identified set of standards selected by your administrator (2012 or 2024) and being used for your PDP.

My Account

> required fields

Reset Password

Username	pinstructor
Account Type	Instructor
Assigned Program	Northwest Painting
First Name >	Paul
Last Name >	Coffman
Middle Initial	
Street	Street
City	City
Zip	Zip
Email >	appdev@sbctc.edu
Phone >	(360) 704-4376
Current Standard	2024

Save Account

Reset Password

Clicking this button will reset the account of the logged in user. This means a new password and three new security question/answer pairs need to be set. An email will be sent to the user with a link to a page to update the information.