



ProCert Manual

Supervisor

Version 3.2
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Program Supervisor Functions

This document is intended to show how each of the functions work for a Program Supervisor. These processes assume that there are one or more instructors in the program(s) that the supervisor is responsible for. For several steps, it is also necessary for instructors to have filled out Skills Assessment Surveys, followed by Professional Development Plans (PDP) for the supervisor to review and approve.



If you see this icon at the bottom of a page, it will supply information on the whole page. If located elsewhere on a page, the information will be specific to that section.

Instructors



Add Instructors

This screen allows administrators and supervisors to add new faculty to the system. The page is like the Add/Edit Supervisor/Program Support pages, with the addition of a dropdown list for **Programs**. This is a required field. Each faculty must be assigned to a program. **Note** that faculty members can only be assigned to a single program.

Standard year is the default standard assigned by the administrator or supervisor. This will default to the 2024 Skill Standards on June 30, 2025. Any faculty that has started or is using the 2012 Skill Standards will complete their PDP process under the 2012 standards, then they will be required to use the 2025 standards moving forward.

Start Quarter is the first quarter and year of a professional technical faculty member's certification process. A new faculty member must complete an Initial Certification, which is good for 3 years. Once the start quarter and year are entered the certification expiration date is automatically calculated and displayed. A faculty Orientation is required for all new professional technical faculty during their start quarter. This orientation must be documented and confirmed by the appropriate supervisor.

Clicking the **Save Account** button will save the changes made. **Reset Form** will discard any changes.

Add Instructor

> required fields

First Name >	<input type="text" value="First Name"/>
Last Name >	<input type="text" value="Last Name"/>
Faculty Type	<p><input type="radio"/> Full-time/Permanent</p> <p><input type="radio"/> Full-time/Non Permanent</p> <p><input type="radio"/> Part-Time/Adjunct</p>
Standard Year >	<input type="text" value="2024"/>
Email >	<input type="text"/>
Phone >	<input type="text"/>
Program >	<input type="text" value="Select Program"/>

First Aid/CPR & Bloodborne Pathogens expire dates are set on the First Aid/Bloodborne Pathogens Summary page.

Prof/Tech Cert expire date is set after final PDP approval. It can be updated after the initial date is set.

Start Quarter	<input type="text" value="Select Qtr"/>	<input type="text" value="2025"/>
Certification Length	<p><input checked="" type="radio"/> 3 year <input type="radio"/> 5 years</p>	
Certification Expire	<input type="text" value="Select Qtr"/>	<input type="text" value="2028"/>
Orientation Complete	<input type="text" value="Select Qtr"/>	<input type="text" value="Select Year"/>
Is Active?	<input type="checkbox"/>	
Send New Account Email?	<input type="checkbox"/>	

Save Account

Reset Form



Edit Instructor

To edit an instructor's account, select the instructor's name from the dropdown list provided. Once the instructor information appears, the same fields as the Add New Instructor appear, with the same required fields. Changes may then be made to the instructor's account.

- All fields are editable, except for the username.
- **Save Account** and **Reset Form** operate the same as in the previous page. **Reset Account** will reset the user's password and security questions. They will be sent an email with instructions on resetting their login credentials. No other changes are made.

Edit Instructor

Select an instructor from the drop-down list to edit the account

» required fields

Select an Instructor	William Belden ▾
User Name	wbelden ***
First Name »	William ***
Last Name »	Belden
FacultyType »	<input checked="" type="radio"/> Full-time/Permanent <input type="radio"/> Full-time/Non Permanent <input type="radio"/> Part-Time/Adjunct
Email »	wbelden@sbctc.edu
Phone »	(360) 704-4359
Program »	Auto Transmission ▾

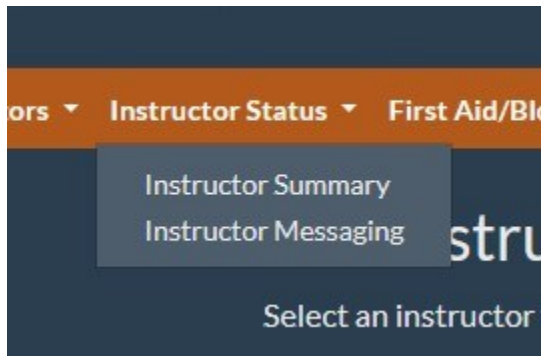
Edit dates on First Aid/Bloodborne Pathogens Summary page

First Aid/CPR Expires	02/12/2025
Bloodborne Pathogens Expires	Exempt
Certification Start	Select Qtr ▾ Select Year ▾
Certification Length	<input checked="" type="radio"/> 3 year <input type="radio"/> 5 years
Certification Expire	Select Qtr ▾ Select Year ▾
Orientation Complete	Select Qtr ▾ Select Year ▾
Standard Year	2012 ▾
Is Active?	<input checked="" type="checkbox"/>

Save Account
Reset Form
Reset Account

i

Instructor Status



Instructor Summary

A screenshot of a web application interface showing a table titled 'Instructor Summary'. The table has 11 columns: Name, Cert Rev., Program Name, Cert Details, Assessment Summary, PDP Plan Details, Progress, First Aid/CPR Expires, Bloodborne Path. Expires, Email, and Std Ver. The table contains 5 rows of data. Above the table, there is a green bar indicating '5 Records Found'. To the right of the table title is a button labeled 'Export to Excel'. Below the table title, there are three filters: 'Show Inactive Accounts' (checkbox), 'Filter Revisions' (dropdown set to 'All'), and 'Show Max Revisions' (checkbox checked).

+ Name Sort by: First Name	Cert Rev.	Program Name	Cert Details	Assessment Summary	PDP Plan Details	Progress	First Aid/CPR Expires	Bloodborne Path. Expires	Email	Std Ver.
Merlin Scott	1	Auto Transmission	Unknown	Not Submitted	Not Submitted		04/16/2025	04/30/2025	ggamble@sbctc.edu	2024
Mike Instructor	2	Northwest Painting	Winter - 2030	Approved	Approved		11/06/2020		appdev@sbctc.edu	2024
Paul Coffman	1	Northwest Painting	Spring - 2025	Approved	Approved		05/21/2025	05/22/2025	appdev@sbctc.edu	2024
Saravanan Mysamy	n/a	Teaching	Unknown	Not Submitted	Not Submitted				sMysamy@sbctc.edu	
William Belden	1	Teaching	Submit: 08/14/2024	Approved	Not Submitted		02/12/2025		wbelden@sbctc.edu	2012

Column Details

Columns that have a + sign are sortable.

Name

Faculty name that can be sorted by first or last name via the dropdown in the header

Cert Revision

This column shows what revision they are on. Each new certification is a revision. When creating a new certificate, all selections from the old one are carried over to the new one. Revisions are sortable and can be filtered to show the max for all users, or a selected version number.

A screenshot of a web application interface showing a table titled 'Instructor Summary'. The table has 11 columns: Name, Cert Rev., Program Name, Cert Details, Assessment Summary, PDP Plan Details, Progress, First Aid/CPR Expires, Bloodborne Path. Expires, Email, and Std Ver. The table contains 5 rows of data. Above the table, there is a green bar indicating '5 Records Found'. To the right of the table title is a button labeled 'Export to Excel'. Below the table title, there are three filters: 'Show Inactive Accounts' (checkbox), 'Filter Revisions' (dropdown set to 'All'), and 'Show Max Revisions' (checkbox checked). A red circle highlights the 'Filter Revisions' dropdown and the 'Show Max Revisions' checkbox.

+ Name Sort by: First Name	Cert Rev.	Program Name	Cert Details	Assessment Summary	PDP Plan Details	Progress	First Aid/CPR Expires	Bloodborne Path. Expires	Email	Std Ver.
Merlin Scott	1	Auto Transmission	Unknown	Not Submitted	Not Submitted		04/16/2025	04/30/2025	ggamble@sbctc.edu	2024
Mike Instructor	2	Northwest Painting	Winter - 2030	Approved	Approved		11/06/2020		appdev@sbctc.edu	2024
Paul Coffman	1	Northwest Painting	Spring - 2025	Approved	Approved		05/21/2025	05/22/2025	appdev@sbctc.edu	2024
Saravanan Mysamy	n/a	Teaching	Unknown	Not Submitted	Not Submitted				sMysamy@sbctc.edu	
William Belden	1	Teaching	Submit: 08/14/2024	Approved	Not Submitted		02/12/2025		wbelden@sbctc.edu	2012

Program Name

The program name is the program a faculty member is currently assigned to. *Changing this will start a new certification.*

Cert Details

If the instructor has submitted an assessment/professional development plan, a date will appear in the Cert Details column as a link. Unknown shows when nothing has been submitted. A date shown as Qtr./Year is showing the cert expiration date. Clicking any date will bring up a page where the certification status and/or progress can be viewed and worked on. There are two sections to this page, **Certification Status** and **Certification Progress**, accessed by clicking on the orange banners for either. Dates shown in **red** are either late or will be due within the next quarter.

✓ 4 Records Found								
Certification Summary								
Show Inactive Accounts <input type="checkbox"/> Filter Revisions All Show Top Revisions <input checked="" type="checkbox"/>								
+ Name Sort by: First Name	+ Program Name	+ Cert Details	Cert Revision	+ Assessment Summary	+ PDP Plan Details	Progress	Email	Std Ver.
Mike Instructor	Northwest Painting	Submit: 10/28/2022	2	Approved	Approved		appdev@sbctc.edu	2012
Paul Coffman	Northwest Painting	Spring - 2025	1	Approved	Approved		appdev@sbctc.edu	2024
Saravanan Mysamy	Teaching	Unknown	n/a	Not Submitted	Not Submitted		sMysamy@sbctc.edu	2024
William Belden	Teaching	Submit: 08/14/2024	1	Approved	Not Submitted		wbelden@sbctc.edu	2012

Cert Revision

This read-only column shows the latest revision number of the certification. This can show how many times the certification has been revised or updated. There is filtering so you can see all the revisions or just a certain revision number.

Instructor Summary										
Show Inactive Accounts <input type="checkbox"/> Filter Revisions All Show Max Revisions <input checked="" type="checkbox"/>										
+ Name Sort by: First Name	Cert Rev.	Program Name	Cert Details	Assessment Summary	PDP Plan Details	Progress	First Aid/CPR Expires	Bloodborne Path. Expires	Email	Std Ver.
Merlin Scott	1	Auto Transmission	Unknown	Not Submitted	Not Submitted		04/16/2025	04/30/2025	ggamble@sbctc.edu	2024
Mike Instructor	2	Northwest Painting	Winter - 2030	Approved	Approved		11/06/2020		appdev@sbctc.edu	2024
Paul Coffman	1	Northwest Painting	Spring - 2025	Approved	Approved		05/21/2025	05/22/2025	appdev@sbctc.edu	2024
Saravanan Mysamy	n/a	Teaching	Unknown	Not Submitted	Not Submitted				sMysamy@sbctc.edu	
William Belden	1	Teaching	Submit: 08/14/2024	Approved	Not Submitted		02/12/2025		wbelden@sbctc.edu	2012

Email

The email column is “live” for immediate composition of an email. Clicking on the address will open your system’s default email client and prepare a blank email from you to the selected instructor.

Std Ver.

This is the Skill Standard version (2012 or 2024) that the faculty member is working under.

Certification Status

For a new PDP, the administrator or supervisor may either return the Plan to the instructor for further review (usually after discussions or emails) or may Approve the Plan. Both are done by clicking on the appropriate check box. Note that no additional button needs to be clicked. To return a survey or plan, uncheck the **Approved** check box and check the box just below it ... “Return”

For final approval, the administrator or supervisor checks off the appropriate check box. For colleges requiring two-levels of approval, administrators and supervisors have separate approval options, however only one approval is required.

Note that the survey approval must be done by the program supervisor or program support person. For administrators, these choices will always be inactive, they will only reflect what the supervisor has done. After approving or returning a plan an email will be sent.

Certification Details

For help, under each panel is an information icon. Clicking it will show a modal with instructions on using that panel.

Faculty Name: Paul Coffman Revision: 1

Certification Status ▲

Step	Assessment Plan Design	Recent Activity	Status
1	Certification Started:	6/17/2024	
2	Survey Submitted:	1/28/2025	<input type="checkbox"/> Return Self-Assessment to Instructor for further review
3	Survey Approved:	1/28/2025	<input checked="" type="checkbox"/> Approved
4	Plan Submitted:	1/28/2025	<input type="checkbox"/> Return Plan to Instructor for further review
5	Plan Approved:	1/28/2025	<input checked="" type="checkbox"/> Approved
			<input type="checkbox"/> Return Plan to Supervisor for further review
7	Final Approval	1/28/2025	<input checked="" type="checkbox"/> Approved

?

Certification Progress ▼

Certification Progress

The Certification Progress section allows the administrator and supervisor to track the progress the instructor is making against their PDP. If the PDP has not been submitted yet, this section will be empty. Clicking on the edit link allows you to uncheck a completed activity that was checked the selected activity. Click update to save changes or cancel any changes. The far right button will allow you to view and add notes.

Certification Status ▼

Certification Progress ▲

Export to Excel

	Standard Details	Activity Description	Activity Method	Due Date	Completed	Activity Notes <small>minimum of 4 characters</small>
Edit	A2 - Set up, maintain and repair instructional systems, equipment and/or tools.	A2	A2b	01/29/2027	08/29/2025	View/Add Notes
Edit	B1 - Identify, evaluate, and modify outcomes.	Make something	Show how to do it	10/31/2026	08/28/2025	View/Add Notes
Edit	C1 - Develop, review, and update program course plan.	asdfnascdfhjklajskfplajkfa	asag dsfg dsfgdsghd gsd	12/23/2025		View/Add Notes
Edit	D3 - Initiate, develop, and implement student assessments.	sdffdsf dsf dsf d	sgf dsfgdsfg dsfgdsf Show how to do it	06/20/2029		View/Add Notes

Assessment Summary

Clicking on a **Submitted** or **Approved** link in this column allows the administrator to review the assessment submitted by the instructor and add any public or private notes as needed. The public notes will be viewable by the instructor and can contain feedback if the assessment survey must be returned for more work.

Once a PDP is approved, the instructor only needs to inform the supervisor when required activities have been completed. The supervisor can then check off the tasks using the **Certification Progress** section in **Certification Details** (as described above). Although the program supervisor is the usual person to check off tasks, the administrator and administrative support personnel may also check these items if needed.

Certification Self-Assessment Worksheet

Print

5 Records Found

Print this page for review with your instructor. Print in landscape mode for ease of use.

Show All Key Activities

Show only chosen Standards

Instructor

Date Generated

Revision

Paul Coffman

9/8/2025

1

Standard Key-Activity	Proficiency	Selected	Notes (Viewable by all)	Notes (Admin Only)
A1 : Research, evaluate and obtain required equipment, systems, tools, sup- plies, and materials.	Intermediate	✓	<div>08/29/2025 Note 4</div> <div>08/27/2025 Note 3</div> <div>Save Notes</div>	<div>08/27/2025 Note 4</div> <div>08/27/2025 Note 3</div> <div>Save Admin Notes</div>
B1 : Identify, evaluate, and modify outcomes.	Baseline	✓		

PDP Plan Details

If the instructor has submitted their PDP, clicking on the **Submitted** or **Approved** link in this column allows the administrator or supervisor to view the plan, and print or export to Excel.

Development Plan Activities

Plan Details for Paul Coffman

Activity	Activity Description	Activity Method	Due Date	Notes
A1 - Research, evaluate and obtain required equipment, systems, tools, sup- plies, and materials.	rewrwqenwqr	werwqerw	06/16/2026	08/29/2025 Note 4 08/27/2025 Note 3 08/27/2025 Note 2 08/26/2025 Note 1
B1 - Identify, evaluate, and modify outcomes.	wqerwqrqwer	wqerqwrege	06/22/2027	
D1 - Prepare and/ or gather current instructional materials.	2342143	23424214	01/31/2025	
F2 - Lead and manage instructional and program assistants.	ascascac	ascacaca	08/28/2025	08/27/2025 Note 2 08/27/2025 Note 1
H1 - Participate in campus, high school and community organization activities and educational partnerships.	asdaDasd	asdadasdad	06/15/2028	

Print

Close

Instructor Messaging

Adds the ability to send messages and receive messages through the application. Also allows you to send a one-time broadcast message to all users.

Messaging *i*

This page will allow you to send a system message or an email to the selected instructor.

One-Time Message Replies [View History](#)

	Msg By	Message	Date	
Reply	Paul Coffman	Thanks	10/21/2022 3:03 PM	Mark Read

Send New Message

☒ Current Certification Message

☐ One-Time Message

Select an Instructor

Select Instructor ▼

☒ Send Email

☐ Send to all

500 characters remaining

Send

First Aid/Bloodborne Pathogens Summary

The First Aid/Bloodborne Pathogens Summary menu item is intended for maintaining the named certifications. These items are confirmed by the administrator or supervisor. Supporting documentation can be uploaded to the ProCert system. Clicking the menu item will display the administrator's users in a table containing the dates the CPR/First Aid and Bloodborne Pathogens certifications will expire. Dates in **Red** are past due.

Editing

Clicking the **Edit** button on the left side of a table row will activate the **CPR/First Aid** and **Pathogens** Expires columns. The supervisor can then enter new dates for both of those as needed. Clicking **Save** will commit the changes, clicking **Cancel** will close the editing boxes and return to the default mode.

Checking the checkbox next to the date field will mark the date of Certificate as **Exempt**. Leave textbox blank if date is unknown.

Email column entries allow the administrator to send email to that user.

Send Bulk Email

The **Send Bulk Email** link at the bottom of the table will bring up an email client window with the "To:" field filled out with all unique email addresses that are blank or expired in the **CPR/First Aid** and **Pathogens** columns. The title is defaulted to "ProCert," but it can be changed and the message body filled out by the supervisor.

Export to Excel

Clicking the button will generate a spreadsheet of all users and columns for offline use or records.


✓ 5 Records Found


First Aid/Bloodborne Pathogens Summary

To set a date as exempt, select check box next to date field when in edit mode.

Show Inactive Accounts ☐

✕	✚ Name	✚ Program Name	First Aid/CPR	Bloodborne Pathogens	Email	Role
Edit	Paul Boss		Exempt	Exempt	appdev@sbctc.edu	Program Supervisor
Edit	Saravanan Mylsamy		Exempt	Exempt	sMylsamy@sbctc.edu	Program Supervisor
Edit	William Belden	Auto Transmission	Exempt	Exempt	wbelden@sbctc.edu	Instructor
Edit	Mike Instructor	Northwest Painting	Exempt	Exempt	appdev@sbctc.edu	Instructor
Edit	Paul Coffman	Northwest Painting	05/21/2025	05/21/2025	appdev@sbctc.edu	Instructor

 Send Bulk Email



Export to Excel

Manage Programs

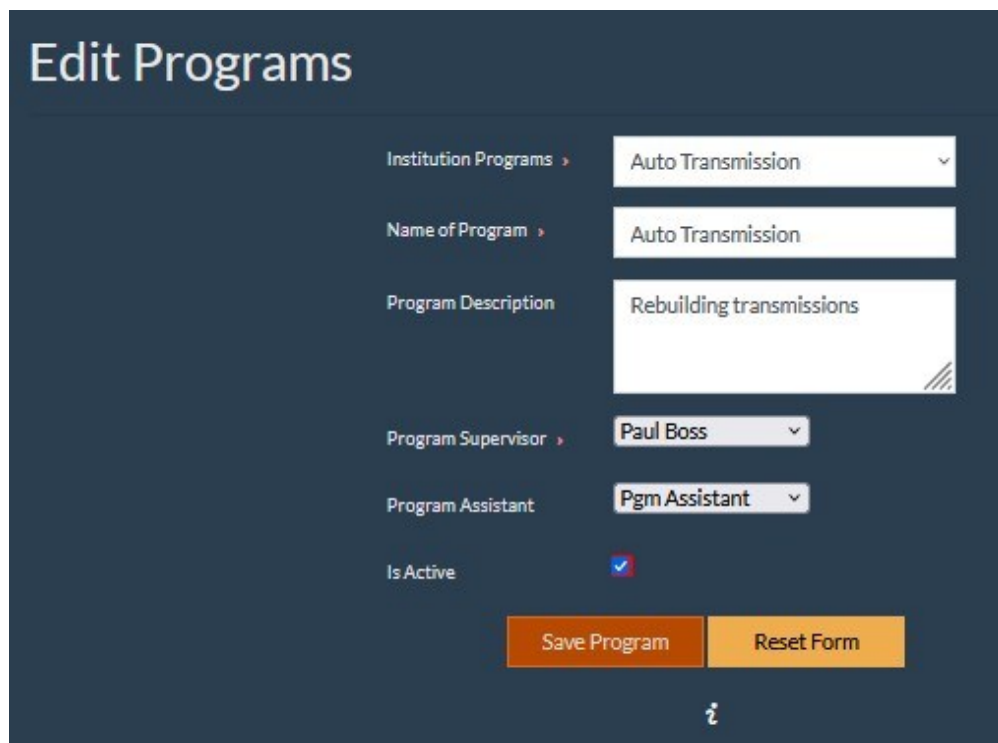
The **Manage Programs** menu has two menu items: **Edit Programs** and **Add Program**. This feature is how an administrator or supervisors maintains the academic programs that instructors are assigned to.

Edit Programs

To edit an existing program, select the program name from the **Institutional Programs** dropdown list. Programs that are not currently active are shown in red. The editable fields for the program selected are then editable:

- Name of Program: Allows the changing of the program name. Note that this does not affect any users or instructors connected with the program. This is required.
- Program Description: a paragraph describing the program. Optional.
- Program Supervisor: The user that is assigned to supervise the instructors in this program. This is a required field. Note: a program can have only one supervisor, and changing the supervisor will replace the current one.
- Program assistant: This assigns a user as a supervisor assistant for the program. This is optional, and as with a supervisor there can be only one program assistant, so changing this will replace the existing assistant.
- Is Active: This checkbox indicates whether a program is active or not.

NOTE: De-activating a program will run a check first, to be sure there are no instructors still in the program. You can force a program to be deactivated, but this will remove all instructors from the program. Instructors that are not attached to a program will not have access to this web site until they are attached to another program. **WARNING:** This is not reversible.



The screenshot shows a web form titled "Edit Programs" on a dark blue background. The form contains several fields for editing a program:

- Institution Programs**: A dropdown menu showing "Auto Transmission".
- Name of Program**: A text input field containing "Auto Transmission".
- Program Description**: A text area containing "Rebuilding transmissions".
- Program Supervisor**: A dropdown menu showing "Paul Boss".
- Program Assistant**: A dropdown menu showing "Pgm Assistant".
- Is Active**: A checkbox that is checked, indicated by a blue checkmark icon.

At the bottom of the form, there are two buttons: "Save Program" (orange) and "Reset Form" (yellow). Below the buttons is a small white information icon (i).

Add Program

To add a new program, select this menu item and fill out the fields as shown. The same rules apply as on the Edit Program page. Program name and supervisor are the only required fields.

Note: A program will not be available to assign to an instructor until it is set to **Active**.

Add Program

> required fields

Name of Program >

Program Description

Program Supervisor >

Select Supervisor ▾

Program Assistant

Select Assistant ▾

Is Active

☒

Save Program

Reset Form

i

File Uploads

This page will allow the administrator to view or add any files that the faculty member wants connected to the current certification.

Admin will select a faulty member from the dropdown menu. To upload a file, click the **Browse** button, select file from computer, add a **Description** and select a **File Type**. Then upload by clicking the **Upload** button. Deleting a file is not reversible.

List of file Types:

- Plan Goals and Learning Outcomes
- Curriculum Guide
- Curriculum Guide Primary Plan (for options only)
- Course Descriptions (all required courses)
- Advisory Committee Minutes (approval) and Membership
- Program Demand and Wage Information
- Inter-College Communication
- Collaborative Program Agreement (shared instruction)
- Clinical and Work Based Placement Agreement(s)
- Apprenticeship Agreement • Other

Document Uploads

Select User

Name - Program - Standard

Paul Coffman - Northwest Painting - 2024

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

Browse... No file selected.

File Description

512 characters remaining

File Type

Select file type

Upload

	File Name	File Description	File Type	Date Uploaded	Standard Year	Cert Expire
Delete Download	TestFile.pdf	Test file	Other	3/3/2025 1:39:05 PM	2024	2025 / Spring

My Account

Here is where a logged in user will maintain their account. Username and account are read-only. All other lines are editable.

My Account

> required fields

[Reset Password](#)

Username	bgasser
Account Type	Administrative Support
First Name >	Bob
Last Name >	Gasser
Middle Initial	
Street	Street
City	City
Zip	Zip
Email >	appdev@sbctc.edu
Phone >	(360) 704-4376

[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.