



ProCert Manual

Instructor

Version 3

March 14, 2025

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Instructor Functions

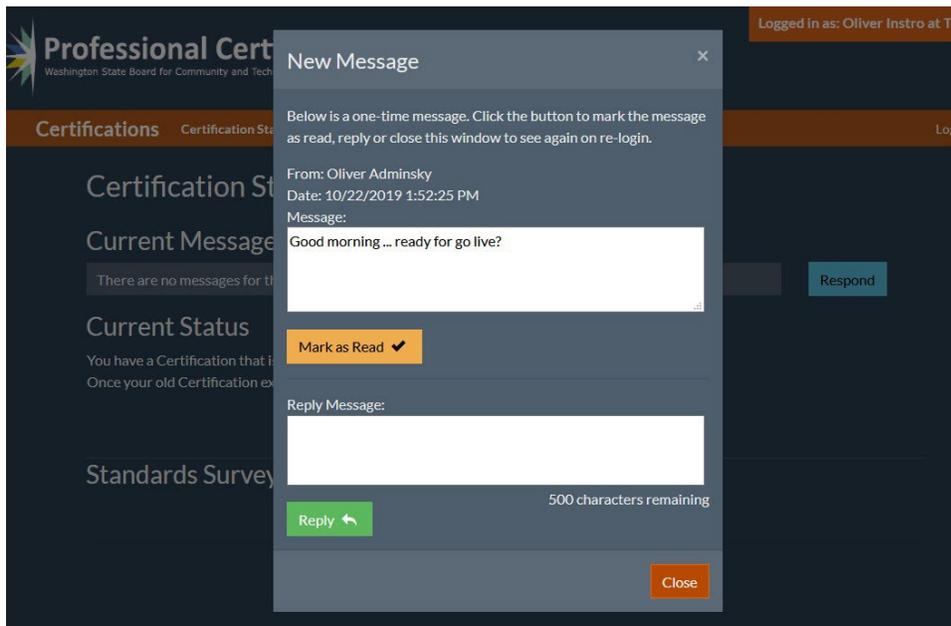
This is document intended to show how each of the functions work for an Instructor. Instructors will be able to create a Standards Survey, which in turn will be used to create a Professional Development Plan

(PDP). The Instructor will be able to update the PDPs activity completions, and message their Supervisor with any questions. They will also be able to respond to any messages from their Supervisor.

The site will be versioning PDPs, so older PDPs will now be viewable in a read-only mode. All pages have an Information Icon [] which will show in a popup, information on using a particular page.

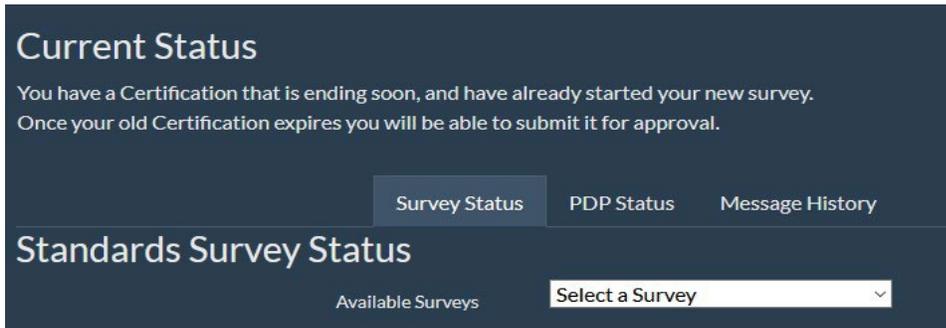
Messaging

After logging in, if you receive a message from your supervisor, a popup will show the message and give you the option to mark it as read or to reply. Closing the popup will do nothing, but the message will reappear on the next login.



Certification Status

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

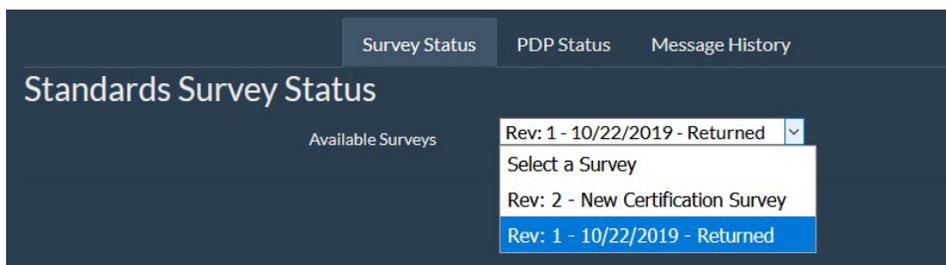


Survey Status

This is where an instructor can select from the dropdown a list of current and past **Surveys**. Selecting from the available **Surveys** list will send you to the **Standards Survey** page. The survey rev 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 work.
- **Not Submitted** – A completed survey that has not been submitted.

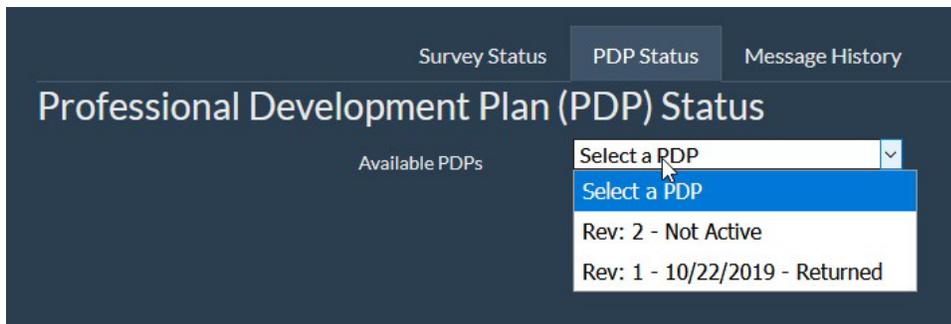
Survey with date is a completed **Survey**



PDP Status

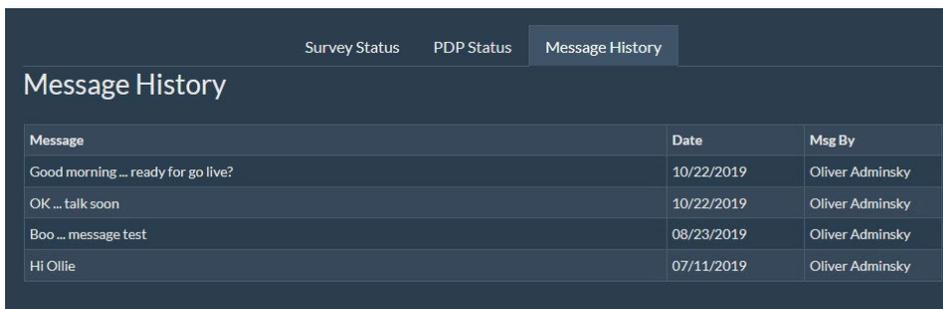
This is where an instructor can select from the dropdown a list of current and past **PDPs**. Selecting from the available **PDPs** list will send you to the **Professional Development Plan** page. The PDP rev number and date will be shown, along with a designation Type:

- **Not Active** - The PDP is not active yet, because the current one has not expired yet.
- **Not Submitted** - The PDP has not been submitted yet.
- **Submitted** - The PDP has been submitted and is awaiting approval.
- **Returned** - The PDP was returned for updates, before being approved.
- **Approved** – The PDP has been approved and is in work.
- **Completed** - The PDP and its activities have been completed.



Message History

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



The screenshot shows a dark-themed interface with three tabs: "Survey Status", "PDP Status", and "Message History". The "Message History" tab is active. Below the tabs is the heading "Message History". Underneath is a table with three columns: "Message", "Date", and "Msg By".

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

Standards Survey

This page is used to view your current **Survey**, or a **Survey** that is in work. If you are working on 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 had your orientation you will need to contact your supervisor and do that first. If you have already completed your orientation, select the quarter and year, then click the save button. This will save the date and allow you to continue with your survey.

As you fill out the form, moving from one step to the next it will *automatically save your data*. You can return to the Survey at any time till it has been submitted. Do not use the back button of the browser, use the navigation supplied. Using the back button will restart the process.

The screenshot shows the 'Standards Survey' interface. At the top, there is a green bar with a checkmark and the text 'You are working on a current certification'. Below this is a section titled 'Your Self-Assessment on 8 Skills Standards'. The text explains that users can use the tool to assess their professional strengths and weaknesses, selecting from three levels of proficiency. A blue box highlights the 'Orientation Not Completed' message, which includes two dropdown menus for 'Select Qtr' and 'Select Year', and a 'Save' button. To the right of this box, it states that new professional-technical instructors are required to participate in an orientation. Below the blue box, a 'Note' section explains that standards required by the institution are highlighted in red and that at least one key activity must be selected for each required standard. A final blue box states that clicking on a key activity will display performance indicators by proficiency level. At the bottom center, there is a 'Continue' button.

Standards

There are currently two standards that can be worked on, 2012 and 2024. After June 31st, all colleges will be set to the newest standard, 2024. Current certifications that are on the 2012 standard, or in the process of creating a certification, will stay on that standard till the certification expires.

The goal of the **Survey** is to create a **PDP**. The Survey is made up from a list of WAC standards, of which there are several activities that you can select to meet the goal for a given standard. One or more standards have been marked as required by your administrator, for your institution. Standards that are marked as required need to have at least one activity selected, by the checkbox under the **Select for PDP** column. Depending on what standard you are on you will also need to select your competence for each activity

2012 – This standard will require you to have a selection in the **Level of Importance** and **Current Skill Level** dropdown lists.

2024 - This standard will require you to have a selection in the **Current Proficiency Level**. This will need to be done for each key activity. Only the activity(s) that have a **Select for PDP** column checked will show in your PDP

Any activities that are not marked for being included in the **PDP** will be defaulted to **N/A**. For non-required standards, you can select any activity for inclusion into your **PDP** by checking the box under **Select for PDP**. You can add notes to each selected activity ... this is optional. 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

Click Key Activity for performance indicators

Certification Revision: 1

12.5%

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

Previous Next

When the survey is completed, you can go back and verify selections of click the review link. This will show you a Self-Assessment Summary

H - Promote the program and collaborate with college administration on student recruitment - Step 8

Certification Revision: 1

100%

Key Activity and Description	Current Proficiency Level	Select for PDP	Notes
Participate in campus, high school and community or organization activities and educational partnerships.	Baseline	<input checked="" type="checkbox"/>	
Develop promotional plan.	Mastery	<input type="checkbox"/>	
Provide program information for prospective students.	Mastery	<input type="checkbox"/>	
Perform recruiting activities.	Intermediate	<input type="checkbox"/>	

Previous Review

Self-Assessment Summary

This form is a summary of the survey you just filled out. It is the PDP that you must complete for your certification. You can print a copy, or export an Excel formatted file. There are two radio buttons that can either show all activities, or just the ones you selected. When completed with page, click **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.

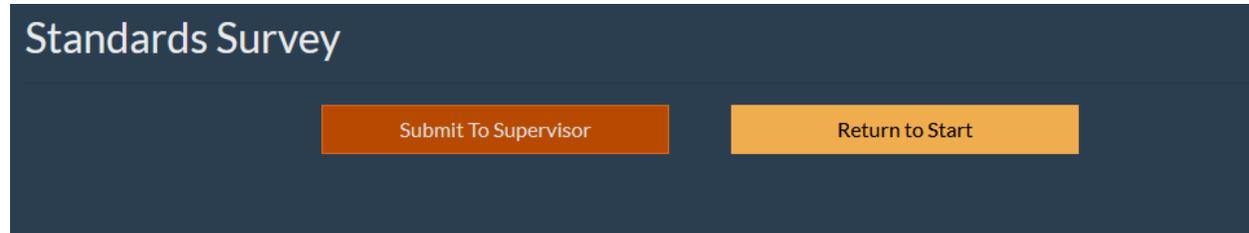
Certification Revision: Submitted on: 3/6/2025

Show Chosen Only Show All

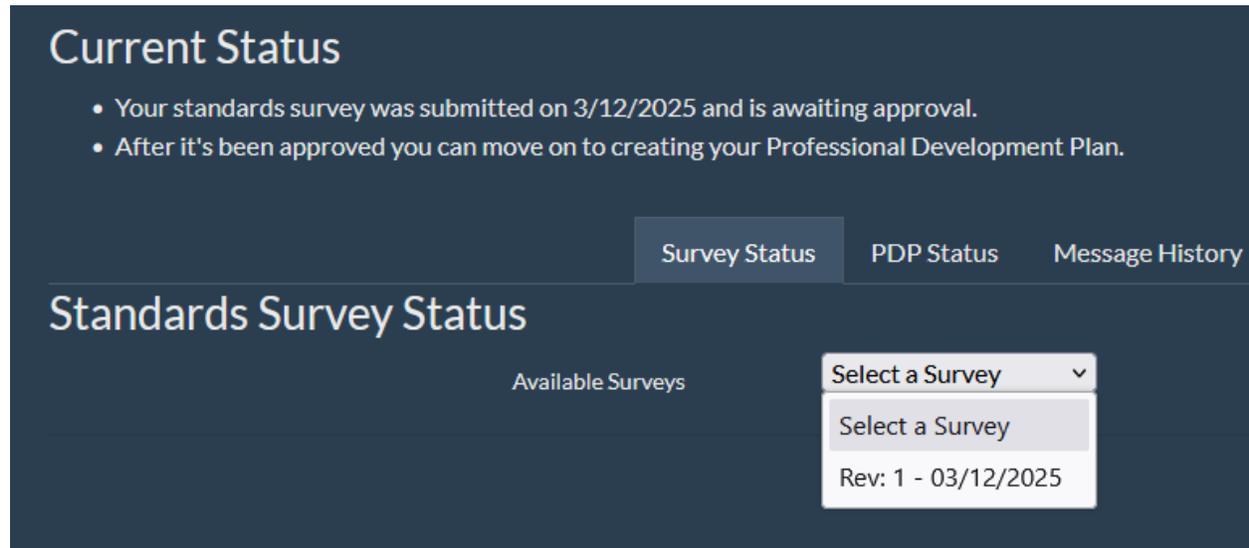
Key Activity	Proficiency	Activity Notes
A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials.	Intermediate	<p>03/12/2025</p> <p>Save Note</p>
B1 - Identify, evaluate, and modify outcomes.	Baseline	<p>Save Note</p>
D1 - Prepare and/ or gather current instructional materials.	Intermediate	

Survey Completed

When finished with survey, you can Submit survey to administrator/supervisor. Or you can return to the start of the survey.

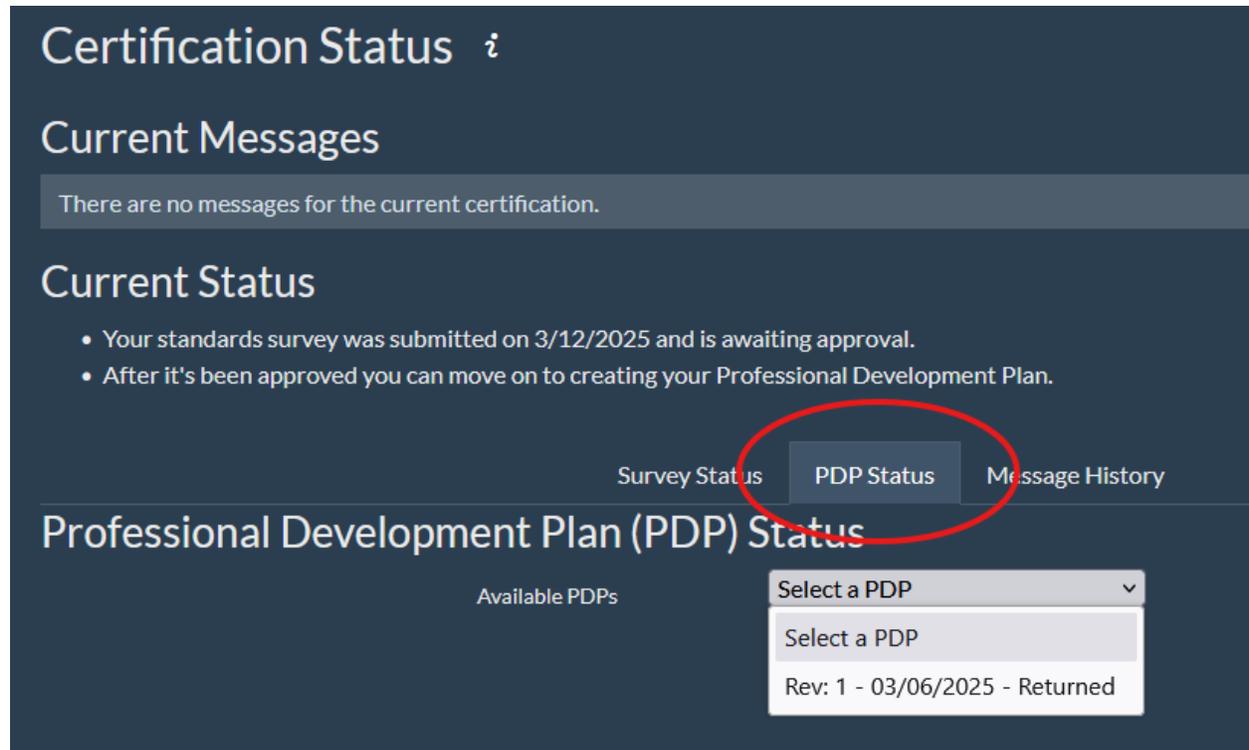


After submitting your survey, you will need to wait for your supervisor to approve the survey. A survey that has been submitted will show the date it was submitted. If it's been returned it will say returned with the date returned



PDP Start

You will receive an email notification when your PDP is ready to start. Click the PDP Status tab, the from the dropdown the PDP that is being worked on. The example shows a PDP that was returned for revisions. The data is the date it was returned.



The screenshot displays a user interface for 'Certification Status'. It features a dark blue header with the title 'Certification Status' and an information icon. Below the header, there are three main sections: 'Current Messages', 'Current Status', and 'Professional Development Plan (PDP) Status'. The 'Current Messages' section contains a message: 'There are no messages for the current certification.' The 'Current Status' section lists 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.' The 'Professional Development Plan (PDP) Status' section has three tabs: 'Survey Status', 'PDP Status', and 'Message History'. The 'PDP Status' tab is selected and circled in red. Below the tabs, there is a dropdown menu labeled 'Available PDPs' with the text 'Select a PDP' and a downward arrow. The dropdown menu is open, showing two options: 'Select a PDP' and 'Rev: 1 - 03/06/2025 - Returned'.

Certification Status ?

Current Messages

There are no messages for the current certification.

Current Status

- Your standards survey was submitted on 3/12/2025 and is awaiting approval.
- After it's been approved you can move on to creating your Professional Development Plan.

Survey Status **PDP Status** Message History

Professional Development Plan (PDP) Status

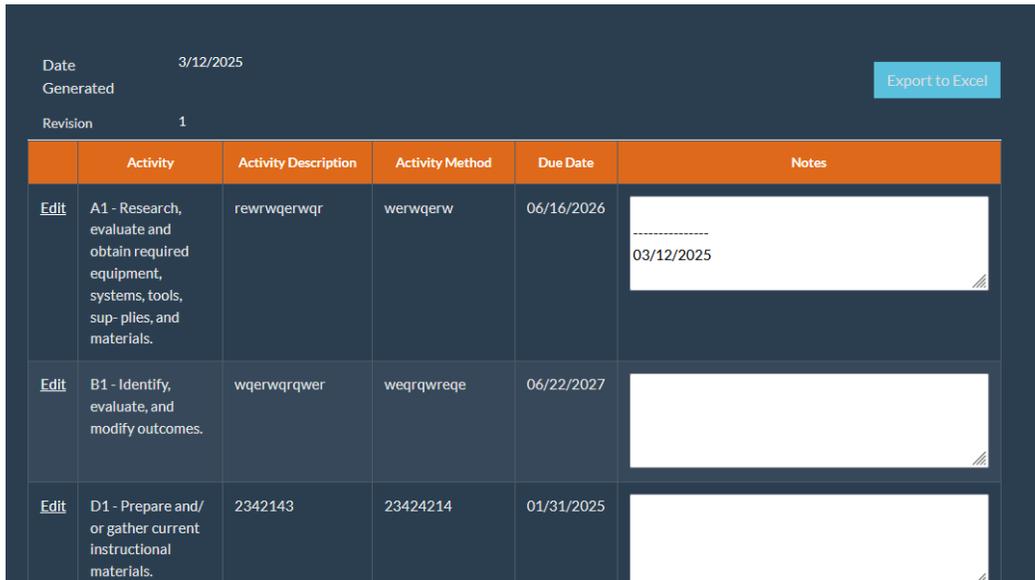
Available PDPs

Select a PDP ▼

- Select a PDP
- Rev: 1 - 03/06/2025 - Returned

Professional Development Plan

To access a returned or 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. Click the button to go to your **PDP**. Here you will find a listing of each standard activity that you selected. You can Export this page to Excel, to help you write it out. You can upload a completed spreadsheet under **FileUploads** menu



The screenshot shows a web interface for a Professional Development Plan. At the top, it displays 'Date Generated' as 3/12/2025 and 'Revision' as 1. There is an 'Export to Excel' button in the top right corner. Below this is a table with the following data:

	Activity	Activity Description	Activity Method	Due Date	Notes
Edit	A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials.	rewrwqerwqr	werwqerw	06/16/2026	03/12/2025
Edit	B1 - Identify, evaluate, and modify outcomes.	wqerwqrqwer	wqerwqere	06/22/2027	
Edit	D1 - Prepare and/or gather current instructional materials.	2342143	23424214	01/31/2025	

Edit Activities

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

- 1. Activity Description:** What is it that you're going to do to accomplish the activity?
- 2. Activity Method:** How are you going to do it? Be as descriptive as you can.
- 3. Due Date:** When do you plan on having the activity completed?
 - a. Clicking in the box will open a calendar to help in selecting a date.
 - b. Date selection is limited to 5 years out from the current date.
- 4. Notes:** These can be added.
 - a. Any previous notes are date stamped and cannot be deleted.

You have about 250 words (1500 characters) that can be used in the **Activity Description** and **Activity Method**.

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

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

Date Generated 10/23/2019 Export to Excel

Revision 1

	Activity	Activity Description	Activity Method	Due Date	Notes
Update Cancel	A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	This is what I'm going to do,	something	10/30/2019	----- 10/23/2019 -----
Edit	A2 - Set up, maintain and	do2	something2		

Date Generated 10/23/2019 Export to Excel

Revision 1

	Activity	Activity Description	Activity Method	Due Date	Notes
Update Cancel	A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	do	something	10/30/2019	
Edit	A2 - Set up, maintain and repair instructional systems, equipment and/or tools	do2	something2		
Edit	B2 - Create, evaluate, and modify curriculum	do3	something3		

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

Date Generated 10/23/2019 Export to Excel

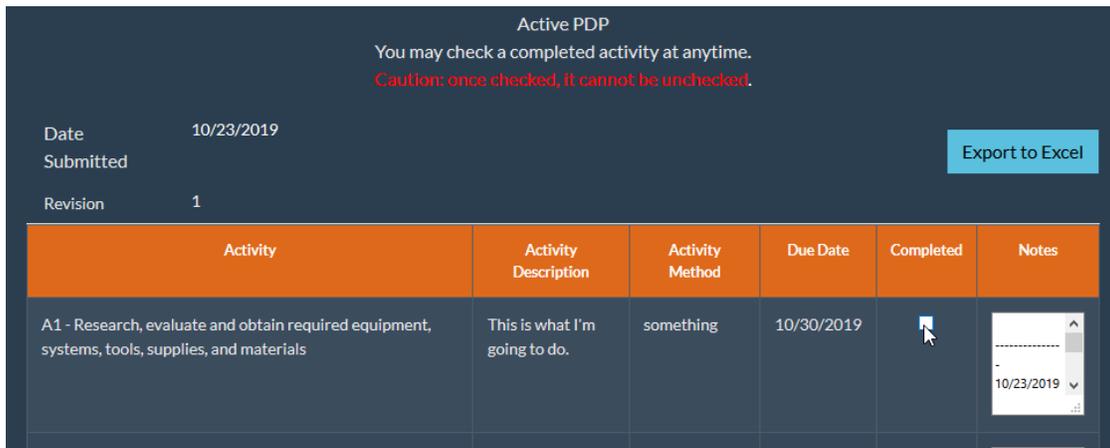
Revision 1

	Activity	Activity Description	Activity Method	Due Date	Notes
Update Cancel	A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	do	something	10/30/2019	----- 10/23/2019 -----
Edit	A2 - Set up, maintain and repair	do2	something2		

Completing Activities

After your **PDP** has been *approved*, you can start completing your activities. As each activity is completed you will log into the site and go to the **Professional Development Plan** and locate the activity you have completed. Under the **Completed** column is a check box, that when checked will mark the activity as completed.

Note: This cannot be undone, so be sure you want it checked as done.



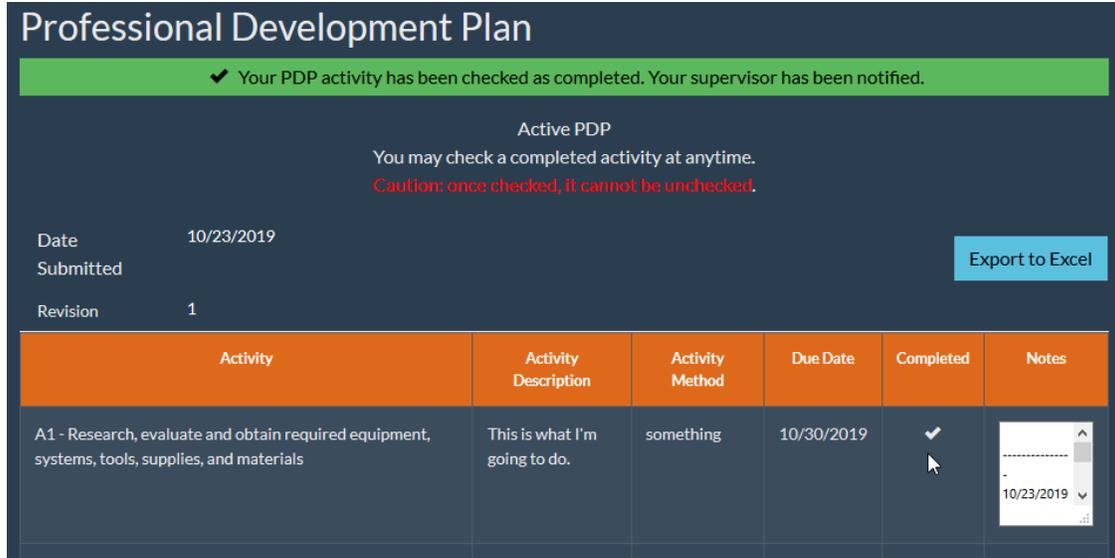
Active PDP
You may check a completed activity at anytime.
Caution: once checked, it cannot be unchecked.

Date 10/23/2019
Submitted
Revision 1

Export to Excel

Activity	Activity Description	Activity Method	Due Date	Completed	Notes
A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	This is what I'm going to do.	something	10/30/2019	<input type="checkbox"/>	

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



Professional Development Plan

✓ Your PDP activity has been checked as completed. Your supervisor has been notified.

Active PDP
You may check a completed activity at anytime.
Caution: once checked, it cannot be unchecked.

Date 10/23/2019
Submitted
Revision 1

Export to Excel

Activity	Activity Description	Activity Method	Due Date	Completed	Notes
A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	This is what I'm going to do.	something	10/30/2019	<input checked="" type="checkbox"/>	

You will be notified in advance when an activities due date is near. This time frame changes, depending on what the site administrator sets it to. Available time frames (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.

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 reversable.

Description and file type are required.

Lis 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
<input type="button" value="Delete"/> <input type="button" value="Download"/>	TestFile.pdf	Test file	Other Documentation	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. Current standard is the certification standard that you are using for your PDP.

My Account

> required fields

[Reset Password](#)

Username	p instructor
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.