Professional Certifications
Washington State Board for Community and Technical Colleges

ProCert Manual
Supervisor

Version 2
10/30/2019

https://certification.ctc.edu/

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Program Supervisor Functions

This is document 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 approve.

Instructors

The Instructor menu item contains two menu choices, Add instructors and Edit instructors. This is where instructor accounts are created and maintained.
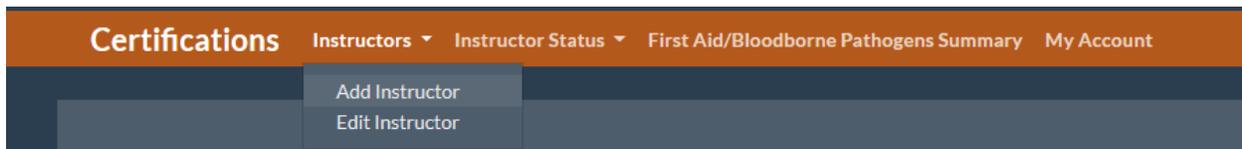
Add Instructor

This is where a new instructor is created. Required fields are marked with a red arrow.

- Program is selected from a dropdown list that shows available programs.
- Emails must end in .**edu**. This is a decision made by the committee responsible for the new requirements.
- Unknown dates are left blank.
- Exempt dates are left blank and set in the **First Aid/Bloodborne Pathogens Summary** page.
- Certification date for a new user will default to 3 years. This can be set to 5 years if needed.
- **Is Active** check box is left unchecked if you wish to create an instructors account ahead of time. If you want it active now, then check the box.
- **Send New Account Email** checkbox is set as unchecked by default. If checked the new instructor will be sent an email with information on creating their account passwords and security questions. This can be done at a later time by clicking the **Reset Password** button in the **Edit Instructor** page.

When page form is completed, click the **Save Account** button.
Reset Form button will clear out the form.

Edit Instructor

This is where you can edit a current instructor. Select the instructor from the dropdown, which will populate the form.

- All fields are editable, except for the user name.
- **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 logon credentials. No other changes are made.

Instructor Status

The Instructor Status section contains two menu choices. **Instructor Summary** and **Instructor Messaging**. This is where you can monitor an instructor's progress in creating and submitting a PDP, and follow their progress in completing their selected activities. You can also send and receive internal messagese
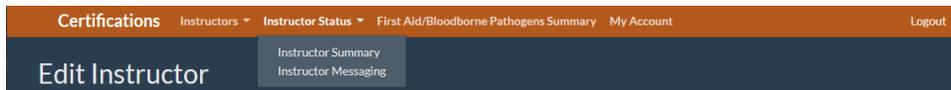
Instructor Summary

The instructor summary table lists all instructors in the program(s) supervised by the logged in user. The active columns allow interaction with the instructor's certifications, if submitted. Inactive columns (no links on the text) are for informational purposes.

Cert Details

If the instructor has submitted an assessment survey, a date will appear in the Cert Details column as a link. Clicking the 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.

Certification Status

For new assessment surveys, the supervisor may either return the assessment to the instructor for further review (usually after discussions or emails), or may **Approve** the survey. Either are done by clicking on the appropriate check box. Note that no additional button needs to be clicked.

For a new PDP, when the instructor submits the plan, the supervisor, as with assessment surveys, can either return the plan to the instructor or approve it.

Note that the final administrator approval must be done by the college administrator or administrative assistant. For supervisors, these choices will always be inactive, they will only reflect what the administrator has done.

After approving or returning a survey or plan an email will be sent.

Certification Progress

The Certification Progress section allows the 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.

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: **Oliver Intro**   Revision: **1**

Certification Status ▼

Certification Progress ▲

Export to Excel

	Standard Details	Activity Description	Activity Method	Due Date	Completed	Activity Notes minimum of 4 characters
Edit	A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	do	something	08/19/2019	08/23/2019	-------------- 08/22/2019
Edit	A2 - Set up, maintain and repair instructional systems, equipment and/or tools	do2	something2	08/27/2019	08/23/2019	
Edit	B2 - Create, evaluate, and modify curriculum	do3	something3	08/26/2019	08/23/2019	
Edit	C1 - Develop, review, and update program/course plan	do4	something4	08/24/2019	08/23/2019	
Edit	C2 - Recruit and work with advisory committee and employers to meet changing needs of the program and industry	Do some more5	That thing again ...		08/23/2019	-------------- 08/23/2019

i

Assessment Summary

Clicking on a **Submitted** or **Approved** link in this column allows the supervisor 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.

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	Oliver Intro
		Date Generated	10/22/2019
		Revision	1

Standard Key-Activity	Importance	Assessment	Selected	Notes (Viewable by all)	Notes (Admin Only)
A1 : Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	Low	Low	✔	-------------- 08/22/2019 -------------- Save Notes	Save Admin Notes
A2 : Set up, maintain and repair instructional systems, equipment and/or tools	Medium	Low	✔	Save Notes	Save Admin Notes
B2 : Create, evaluate, and modify curriculum	Low	Low	✔		

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).

PDP Plan Details

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

Development Plan Activities

Plan Details for Oliver Instro

Activity	Activity Description	Activity Method	Due Date	Notes
A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials	Find a course	Save a Course	03/10/2021	-------------- 03/18/2019 ---------- ----- 03/18/2019 This is a public note
B2 - Create, evaluate, and modify curriculum				
C1 - Develop, review, and update program/course plan				
E1 - Provide students with access to instructor				

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.

Instructor Messaging

Instructor Messaging allows the supervisor to communicate with the instructor, creating new messages or replying to messages sent by the instructor.

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	Oliver Instro	Inst reply to thread #5	09/14/2018 12:57 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]

One-Time Message Replies

Replies from the instructors to one-time messages can be seen here, and either replied to or marked as read. The **View History** shows all messages to date that have not been read. Checking the **View All** checkbox will show all messages.
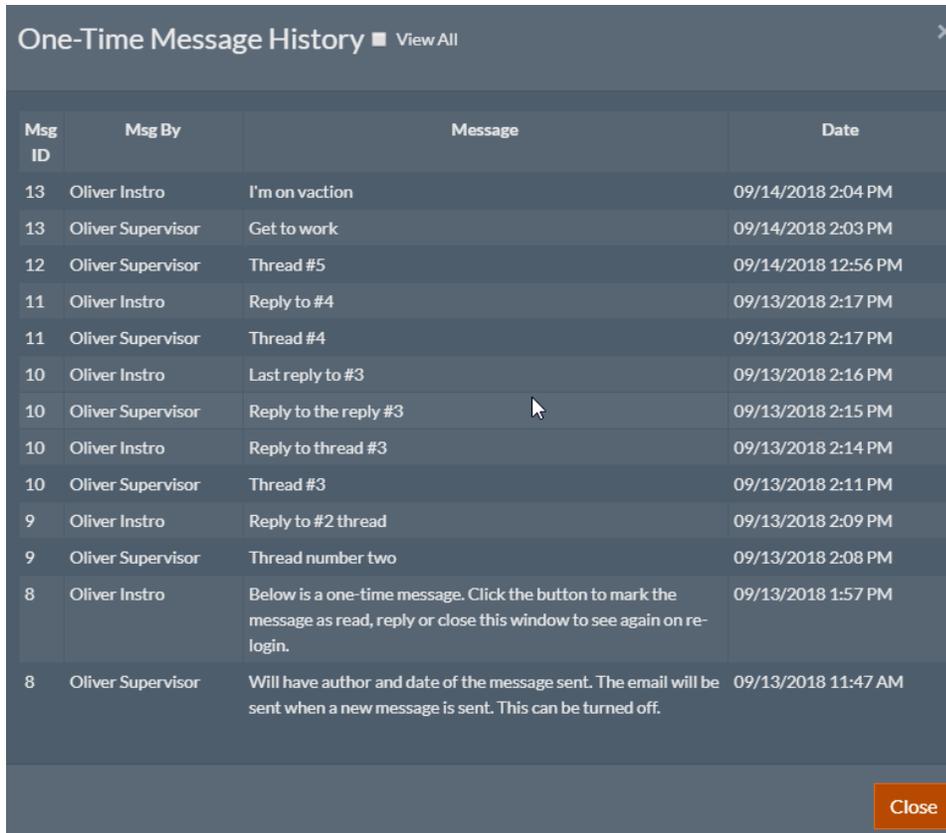
Msg ID	Msg By	Message	Date
	One-Time Message History ■ View All		✕
13	Oliver Instro	I'm on vaction	09/14/2018 2:04 PM
13	Oliver Supervisor	Get to work	09/14/2018 2:03 PM
12	Oliver Supervisor	Thread #5	09/14/2018 12:56 PM
11	Oliver Instro	Reply to #4	09/13/2018 2:17 PM
11	Oliver Supervisor	Thread #4	09/13/2018 2:17 PM
10	Oliver Instro	Last reply to #3	09/13/2018 2:16 PM
10	Oliver Supervisor	Reply to the reply #3	09/13/2018 2:15 PM
10	Oliver Instro	Reply to thread #3	09/13/2018 2:14 PM
10	Oliver Supervisor	Thread #3	09/13/2018 2:11 PM
9	Oliver Instro	Reply to #2 thread	09/13/2018 2:09 PM
9	Oliver Supervisor	Thread number two	09/13/2018 2:08 PM
8	Oliver Instro	Below is a one-time message. Click the button to mark the message as read, reply or close this window to see again on re-login.	09/13/2018 1:57 PM
8	Oliver Supervisor	Will have author and date of the message sent. The email will be sent when a new message is sent. This can be turned off.	09/13/2018 11:47 AM

Close

Send New Message

This section allows the supervisor to initiate communications. The message can be in regards to the current certification or a one-time message. The supervisor can choose to send to a specific instructor or all instructors. The message can also be enhanced by sending an email message along with the in-program message.

First Aid/Bloodborne Pathogens Summary

The First Aid/Bloodborne Pathogens Summary menu item is intended for maintaining the named certifications. Clicking the menu item will display the supervisor's instructors 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 date field will mark date of Certificate as **Exempt**.
Leave textbox blank if date is unknown.

Email column entries allow the supervisor to send email to that particular instructor.

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.

My Account

Here is where a logged in user will maintain their account. User name, account type and assigned programs are read-only. All other lines are editable.

Reset Password

Clicking this button will reset the users account. This means a new password and three new security question/answer pairs need to be set.