Professional Certifications
Washington State Board for Community and Technical Colleges

ProCert Manual
Administrator

Version 3
March 7, 2025

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Site Administrator Functions

This document is intended to show how each of the functions work for a Site Administrator. A Site Administrator is the overall manager of the Professional Certification system, and could be a Dean, Vice President, or other college officer providing oversight to faculty certification processes.

Note that the Administrative Support role can do all the same functions as the administrator.

[i] 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.

Administration Menu

The Administrator drop down menu contains options to Add and Edit instructors. This is where instructor accounts are created and maintained.
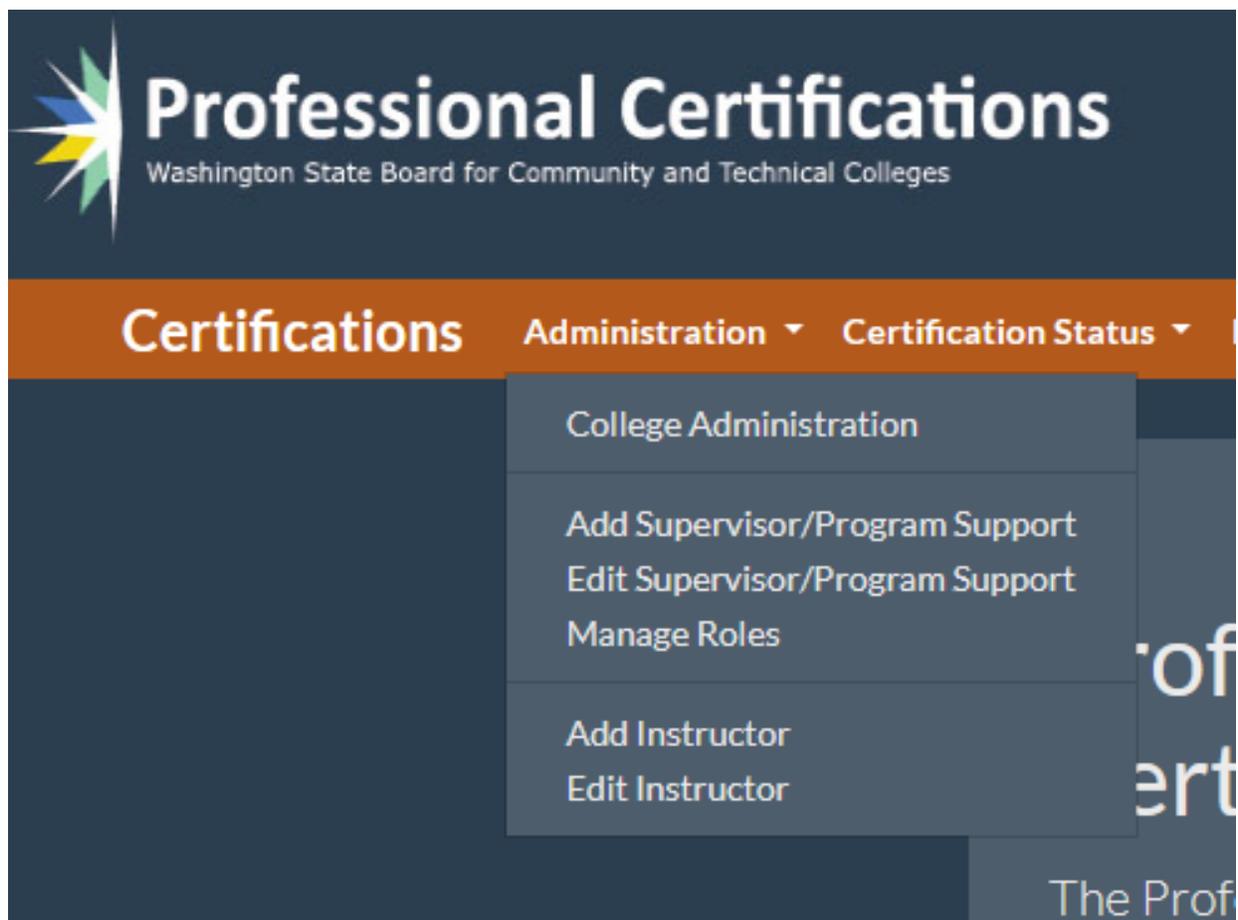
College Administration

The **College Administration** page is where the overall settings for a particular college are set. In addition to the name of the college, the following sections are provided:

- **Choose an Administrative/Administrative Support person**: This dropdown list allows the administrator or administrative support to edit the Site Administrator or Administrative Support for the college. If the logged in user is an Administrator, they can change the Administrative Support person. If the logged in user is Administrative Support, the label changes to Administrative Support, and they can assign a new Administrator.
    - **Note:** changing the Administrator or Administrative Support to a new person will deactivate the previous administrator.
- **College Policy/Procedures:** This is a link, that when clicked a modal will appear. This modal will allow the administrator to upload a file or enter a link to a file. When completed, the link or file will be shown, as shown in the screen capture.
    - If you upload a file, clicking on the name will download the file.
    - If you add a link, clicking on the link will open a new browser tab for the linked page.
- **Email Notification Time Frames**: These sections allow the administrator to set the length of time (in days) when reminder and warning emails are sent to instructors prior to the expiration of Vocational Certification and/or First Aid/CPR/BBP Certificates.
    - The check box new to each type indicates the status of the notifications. **Checked is on**.
- **Required Standards**: Colleges must select what standard, **2012** or **2024**, to use for their faculty, however after **06/30/2025** all colleges will be required to have all new certifications utilize the 2024 standards. Activities A, B, and D are required by legislation and these boxes cannot be unchecked.

    - Require All Proficiencies: If this box is checked, each faculty member completing the skill standards survey will be required to complete a self-assessment on all Key Activities under each Critical Work Function.

    - Instructor Standards: The list of check boxes shows the standards that can be set by the college administrator. Each checked box will make that standard required for all instructors, meaning that faculty will be required to complete a self-assessment for each Key Activity under the required Critical Work Functions.

When all changes are made, click the **Save Changes** button to complete, or **Reset Form** to discard changes.

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College Administration
> required fields

Name of College ›   SBCTC

Choose the Administrative Support person from the list below ⓘ

User ›   Mike Mouse ▾

College Policy/Procedures

[delete] Policy.docx

Configure Email Notification Time-frames ⓘ
Indicate the number of days prior to expiration of certificates that instructors should receive automatic email reminder.

Checking a checkbox will turn on Emails for the warning checked

FirstAid/CPR Certificate::   ☐

Reminder Interval ›   45 ▾

Warning Interval ›   20 ▾

Vocational Certificate::   ☐

Reminder Interval ›   90 ▾

Warning Interval ›   30 ▾

Required Standards ⓘ

Standard Version
2012 ▾

Resources are available at 2024 Skill Standards Webpage

When check box below is checked, then all Current Proficiency Levels on all activities are required for any selected standard, otherwise the proficiency is just needed on the activity selected.

Require All Proficiencies   ☐

Instructor Standards ›   ☑ Manage Learning Environments

☑ Develop Outcomes, Assessments and Curricula

☐ Develop and Review Programs

☑ Provide Student Instruction

☐ Provide Support and Guidance to Students

☐ Administrative and Program Management Functions

☐ Create and Maintain a Professional Environment

☑ Promote the Program and Recruit Students

[Save Changes]   [Reset Form]

Add Supervisor/Program Support

Add Supervisor/Program Support brings you to a page where you can add a new Supervisor or Program Support person. These are users that can be assigned to manage or support academic programs and instructors. The fields on the page are marked with an arrow if they are required. **Emails are restricted to edu domains only**

Two checkboxes are available:

- **Is Active**: When this checkbox is selected, the user is marked as active. Otherwise, the user is created but not active for use.
- **Send Notification**: Check this box to send a confirmation email to the user. This will allow them to complete their account creation (password & security questions).

When all entries are made, click the **Save Account** button to complete, or **Reset Form** to discard changes. If the Send Notification checkbox is selected, the confirmation email will be sent as below:

Your account to the Professional Certification application has been reset.

To login you must first re-create your password and choose your new security questions. To do so, click the link below or paste the entire url into a browser.

Application URL:
https://devapps.sbctc.edu/procertv2/NewAccount/nvz_wVvpQ42R9FG

If you have any questions regarding access to this application, please contact the Help Desk.

Please do not respond to this email, as the account is not monitored

After saving the new user, the screen changes to the **Edit User** page where programs can be assigned.

Edit Supervisor/Program Support

The **Edit Supervisor/Program Support** page is nearly identical to the **Add** page shown above. The difference is the **Program(s)** section shows all active programs and allows the administrator to assign programs to the supervisor. To find a supervisor to edit, select the user from the dropdown list that appears when you first enter the page.

This page is used to update any information about a supervisor that has changed since the first creation of their account. The user to edit is chosen from the dropdown list on the page.

For the **Program(s)** section, the administrator will add program(s) in the Edit Programs page under Manage Programs. Selected programs shown are read-only. **Note** that each program can have only one Supervisor and one Program Support person. Assigning a program to a user will remove that program from any previously assigned user of that role type. A support person may supervise multiple programs.

Clicking the **Save Account** button will save the changes made. **Reset Form** will discard any changes. **Reset Password** will send the user an email like the one shown above with a link where they can update their password and select new security questions.

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Edit Supervisor/Program Support
Select an instructor from the drop-down list to edit the account

, required fields

Select a User	Paul Boss - Program Supervisor ▾
User Name	pboss •••
Account Type	Program Supervisor
First Name ,	Paul •••
Last Name ,	Boss
FacultyType ,	● Full-time/Permanent
	⦿ Full-time/Non Permanent
	● Part-Time/Adjunct

Emails restricted to edu domains only

Email ,	appdev@sbctc.edu
Phone ,	(360) 704-4376
Program(s)	Edit programs on Edit Programs page
	☐ Northwest Painting
	☑ Teaching
	☑ Auto Transmission
First Aid/CPR Expires	Exempt
Bloodborne Pathogens Expires	02/12/2025
Is Active?	☑

Save Account **Reset Form** **Reset Password**

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Manage User Roles

When users are created (other than Administrator or Administrative Support), they are assigned their default user roles (Supervisor, Program Support, or Instructor). If a user needs to be assigned (or removed) from a role, it can be done here.

Selecting a user from the dropdown list shows the role they are assigned to. To assign a user to another role (or in addition to their current role), you can click the check boxes to manage. For example, a Program Supervisor could also be an instructor.

Note that Administrator and Administrative Support roles are assigned in the **College Administration** section described above.

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

Instead of creating a new user account, add the user to a role. If you can't add the role you want, contact helpdesk before creating a duplicate account

Manage Roles

- From the drop-down below, select an active user. You will then be able to add them to a new role type.
- After adding a user to a role you should go to the relevant edit page to add programs as needed.
- Caution : Be aware of removing a role from a user ...   more

Available role types that can be managed

Supervisor	Can supervise one to many programs, and requires a Supervision Certification.
Program Support	Same as a supervisor, but does not require a Supervision Certification.
Instructor	Restricted to a single program and used to maintain a Professional Certification for the program assigned to.

Select a User   Oliver Supervisor ⌄

Role Type(s)   ☑ Instructor

                     ☑ Program Supervisor

                     ☐ Program Support

          Save Role(s)   Reset Form

Add New Instructor

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.

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 logon credentials. No other changes are made.

Certification Status

Certification Summary

The Certification Summary page has information for all instructors in the college that have certifications in ProCert. Administrators have access to all faculty and supervisors have access to their assigned faculty.

The active columns allow interaction with the instructor's certifications, if submitted. Inactive columns (no links on the text) are for informational purposes. Columns indicated with a plus sign (+) can be sorted by clicking on the heading.

Column Details

Cert Details

If the instructor has submitted an assessment/professional development plan, a date will appear in the Cert Details column as a link. Unknow 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.

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	☐	Return Self-Assessment to Instructor for further review
3	Survey Approved:	1/28/2025	☑	Approved
4	Plan Submitted:	1/28/2025	☐	Return Plan to Instructor for further review
5	Plan Approved:	1/28/2025	☑	Approved
			☐	Return Plan to Supervisor for further review
7	Final Approval	1/28/2025	☑	Approved

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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 and add a note to the selected activity. Click update to save changes or cancel any changes.

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 Instro**   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	This is what I'm going to do.	something	10/30/2019	10/24/2019	------------- 10/23/2019
Edit	A2 - Set up, maintain and repair instructional systems, equipment and/or tools	do2	something2		10/25/2019	
Edit	B2 - Create, evaluate, and modify curriculum	do3	something3	08/26/2019	10/24/2019	
Edit	C1 - Develop, review, and update program/course plan	do4	something4	08/24/2019		
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 ...			------------- 10/23/2019

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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 the most recent revision.

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.

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.

Professional Development Plan Activities

🖶 Print   Export to Excel

Plan Details for Dave Burns

Activity	Activity Description	Activity Method	Due Date	Notes
A1 - Research, evaluate and obtain required equipment, systems, tools, sup- plies, and materials.	Research, evaluate and obtain required equipment, systems, tools, sup- plies, and materials.	Create a purchasing requirement list for systems and equipment for the next 5 years	09/01/2022	
A2 - Set up, maintain and repair instructional systems, equipment and/or tools.	Set up, maintain and repair instructional systems, equipment and/or tools.	Successfully complete maintenance and repair on systems and equipment.	09/01/2022	
A3 - Develop a growth and replacement plan for systems, equipment and/or tools.	Develop a growth and replacement plan for systems, equipment and/or tools.	Successfully create a replacement plan/strategy for the equipment	09/01/2022	
C1 - Develop, review, and update program course plan.	Develop, review, and update program course plan.	Successfully update curriculum and program guides - WVC requirement every 3 years.	09/01/2022	
C2 - Recruit and work with advisory committee and employers to meet changing needs of the program and industry.	Recruit and work with advisory committee and employers to meet changing needs of the program and industry.	Successfully Recruit and work with advisory committee and employers to meet changing needs of the program and industry.	09/01/2022	
C6 - Research, identify and evaluate trends and implement current industry standards.	Research, identify and evaluate trends and implement current industry standards.	Ongoing. Successfully research industry trends. Current trends are Bitcoin Mining and Datacenters locally.	09/01/2022	
D2 - Provide individual and group instruction.	Provide individual and group instruction.	Provide individual and group instruction.	09/01/2022	

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.

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

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   ☑ Send Email

[Select Instructor ⌄]   ☐ 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.
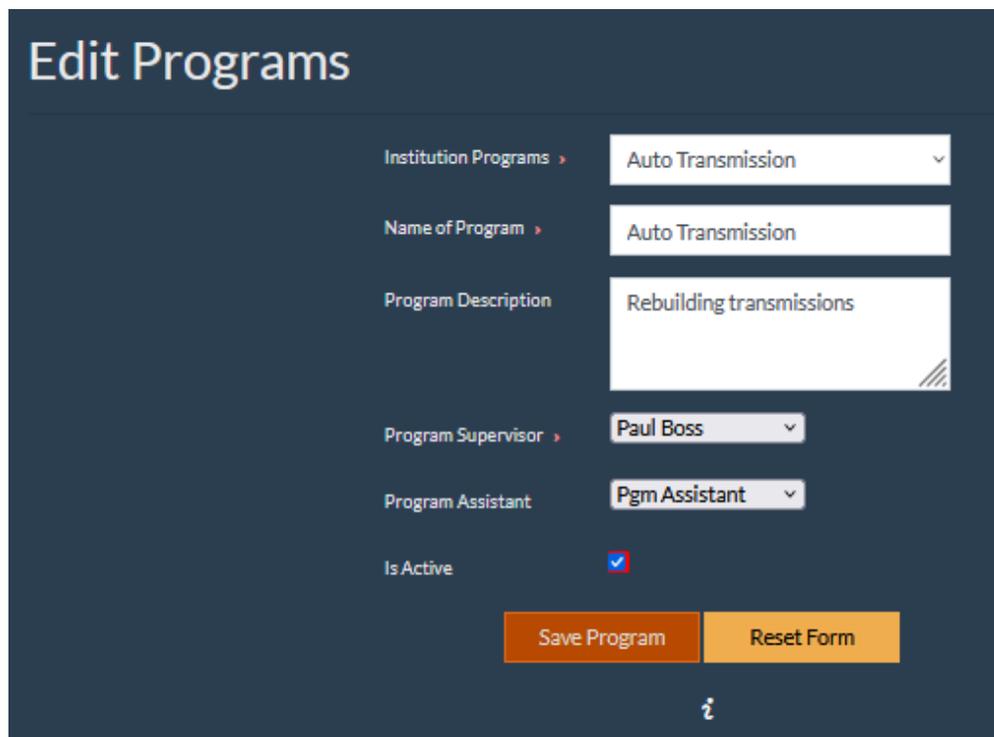
Manage Programs

The **Manage Programs** menu has two menu items: **Edit Programs** and **Add Program**. This feature is how an administrator or supervisor 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.
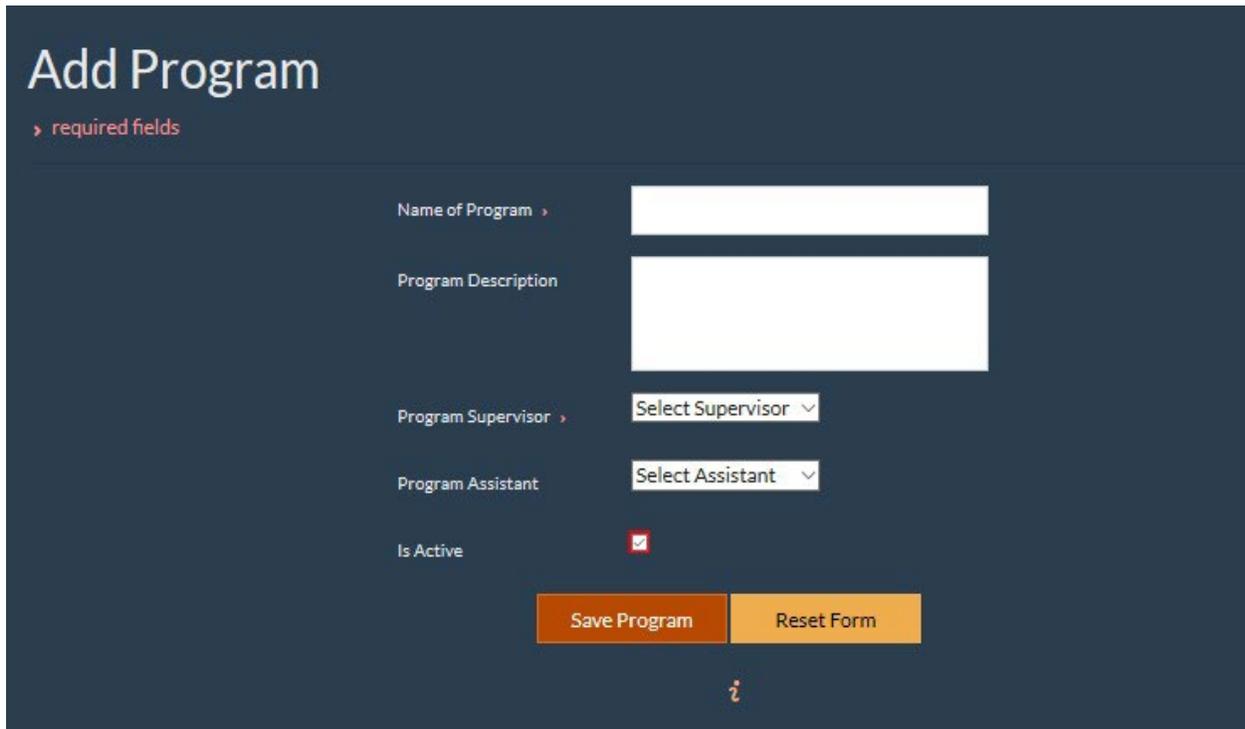
Add Program

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**.

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 reversable.

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.

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.