Professional Certifications
Washington State Board for Community and Technical Colleges

ProCert Manual

Supervisor

Version 3

March 11, 2025

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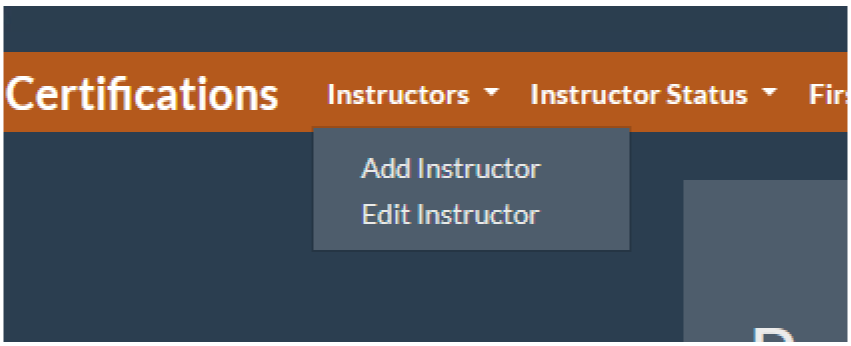
Program Supervisor Functions

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



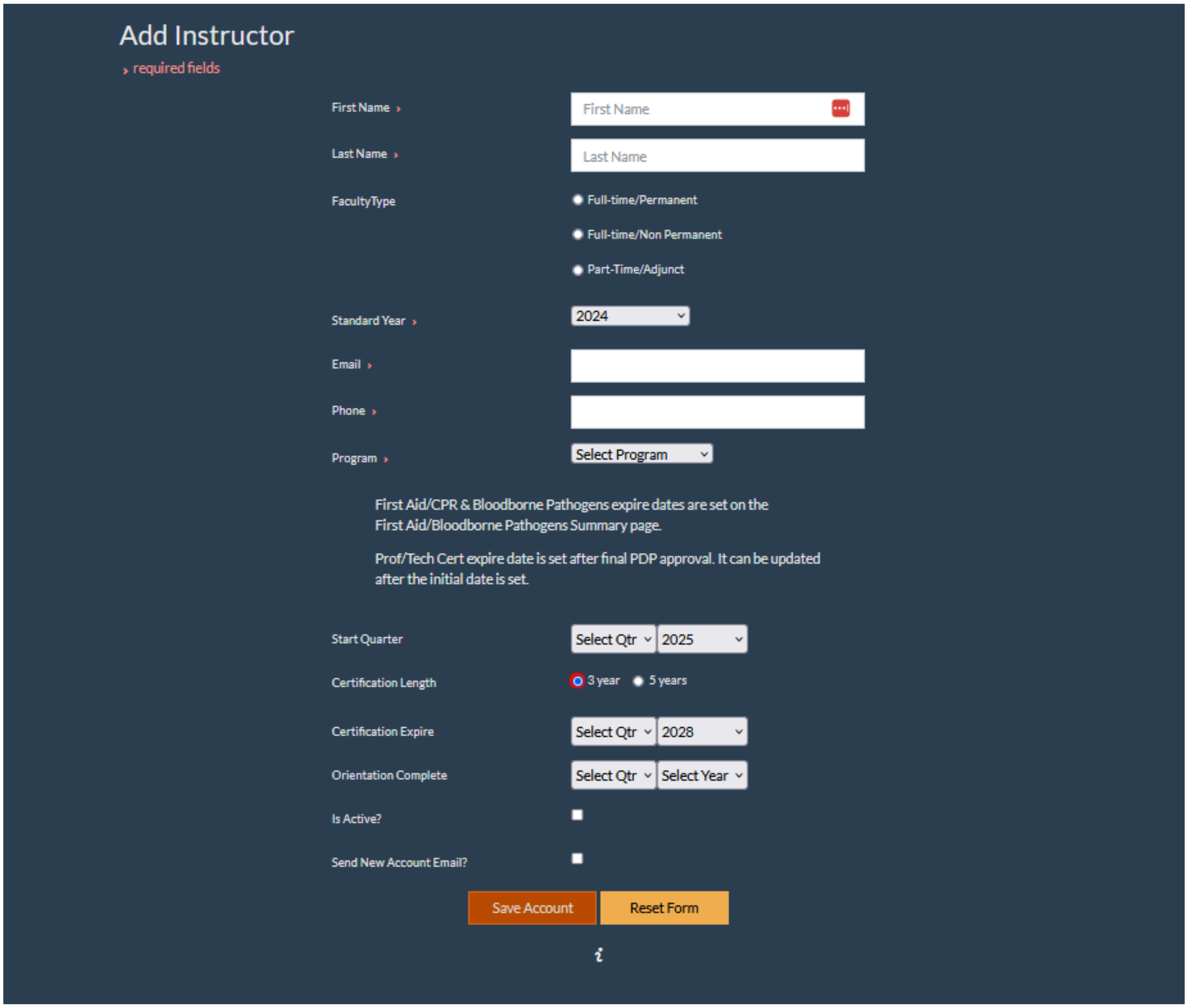
Add Instructors

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 › [First Name]

Last Name › [Last Name]

FacultyType
- Full-time/Permanent
- Full-time/Non Permanent
- Part-Time/Adjunct

Standard Year › 2024

Email ›

Phone ›

Program › 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: Select Qtr | 2025

Certification Length: 3 year | 5 years

Certification Expire: Select Qtr | 2028

Orientation Complete: Select Qtr | Select Year

Is Active?

Send New Account Email?

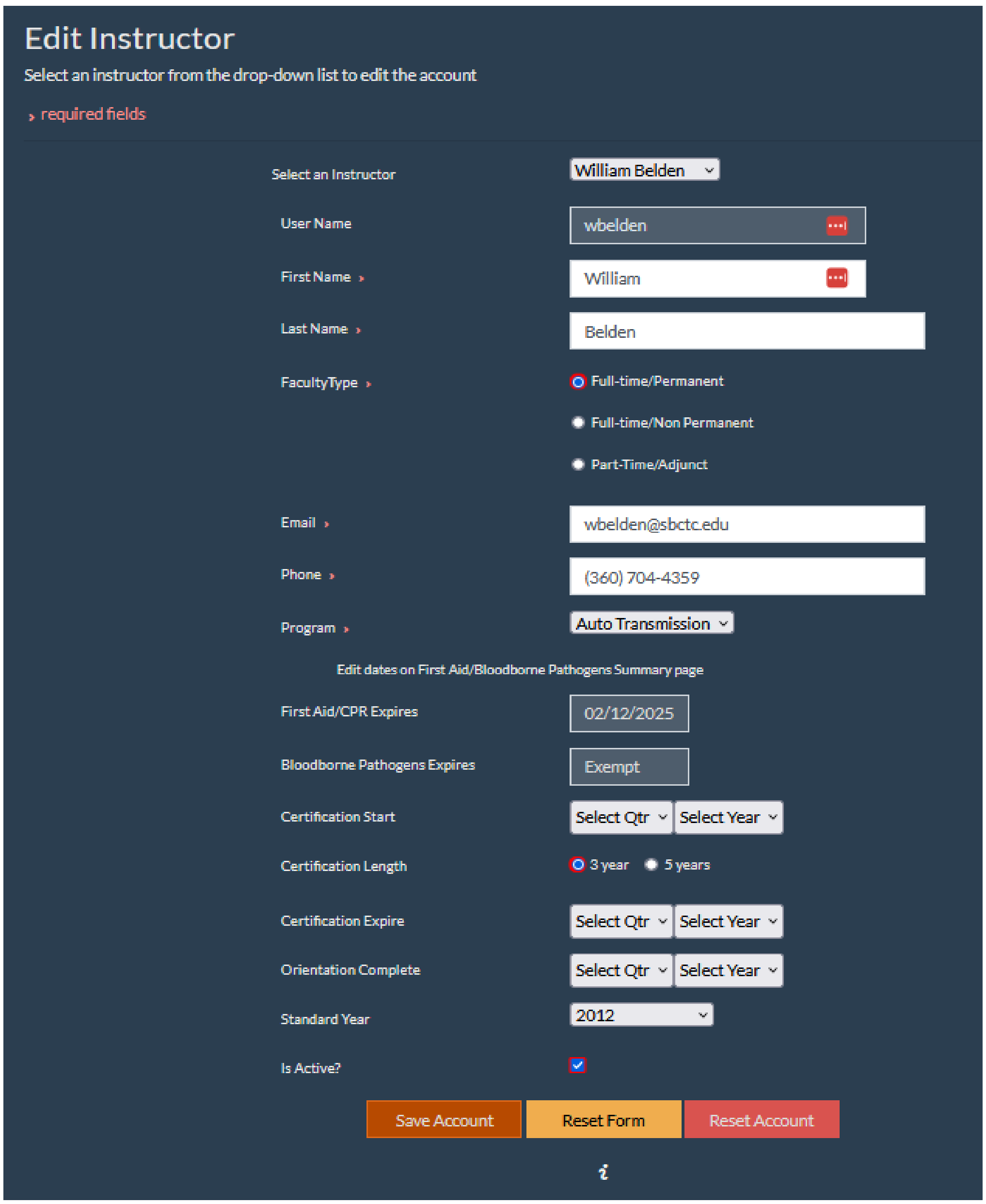
Save Account | Reset Form

i

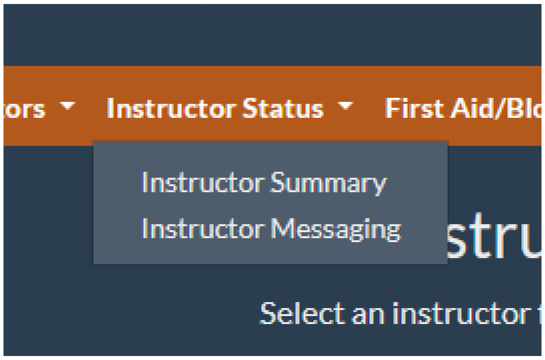
Edit Instructor

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.

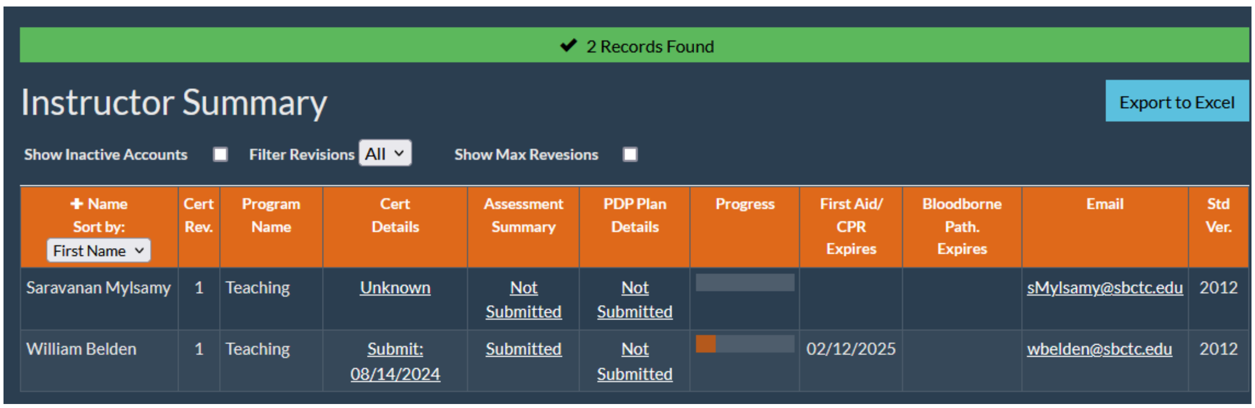
- All fields are editable, except for the username.
- **Save Account** and **Reset Form** operate the same as in the previous page. **Reset Account** will reset the user's password and security questions. They will be sent an email with instructions on resetting their logon credentials. No other changes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



Instructor Status



Instructor Summary

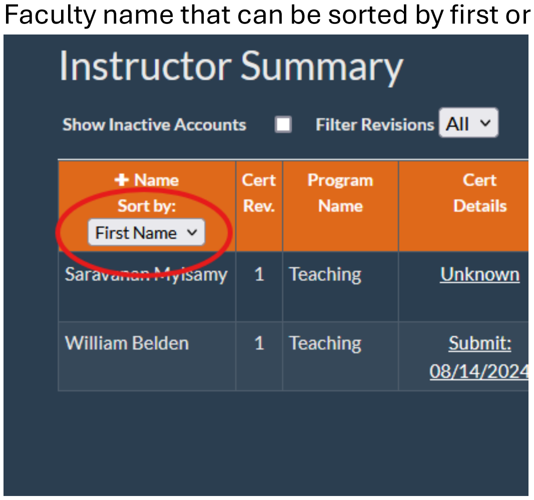


Column Details

Columns that have a + sign are sortable.

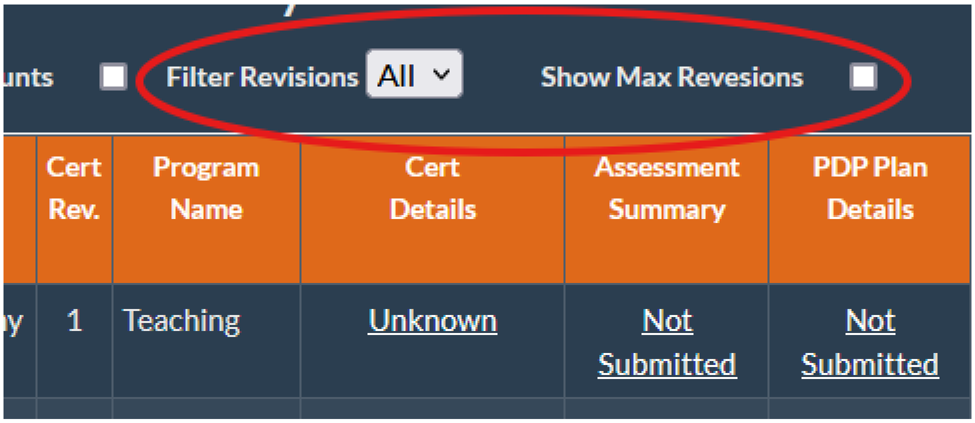
Name

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.

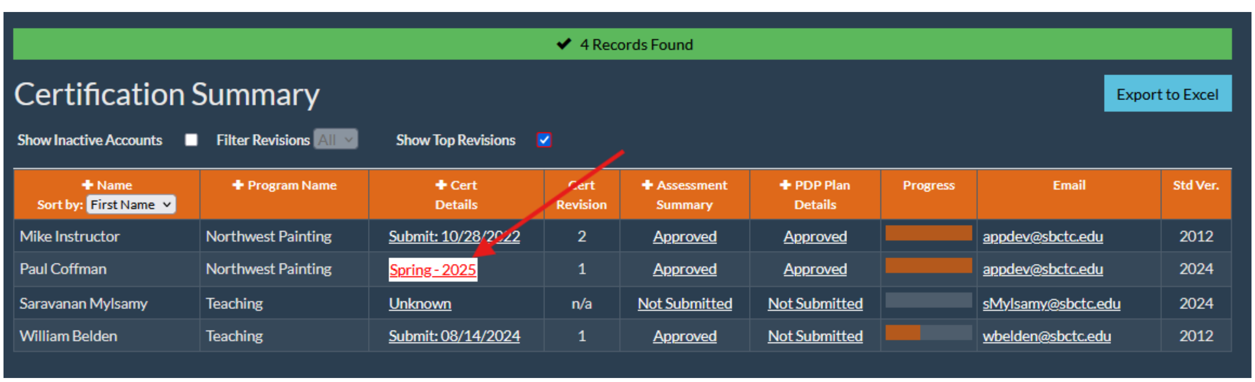


Program Name

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. 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.



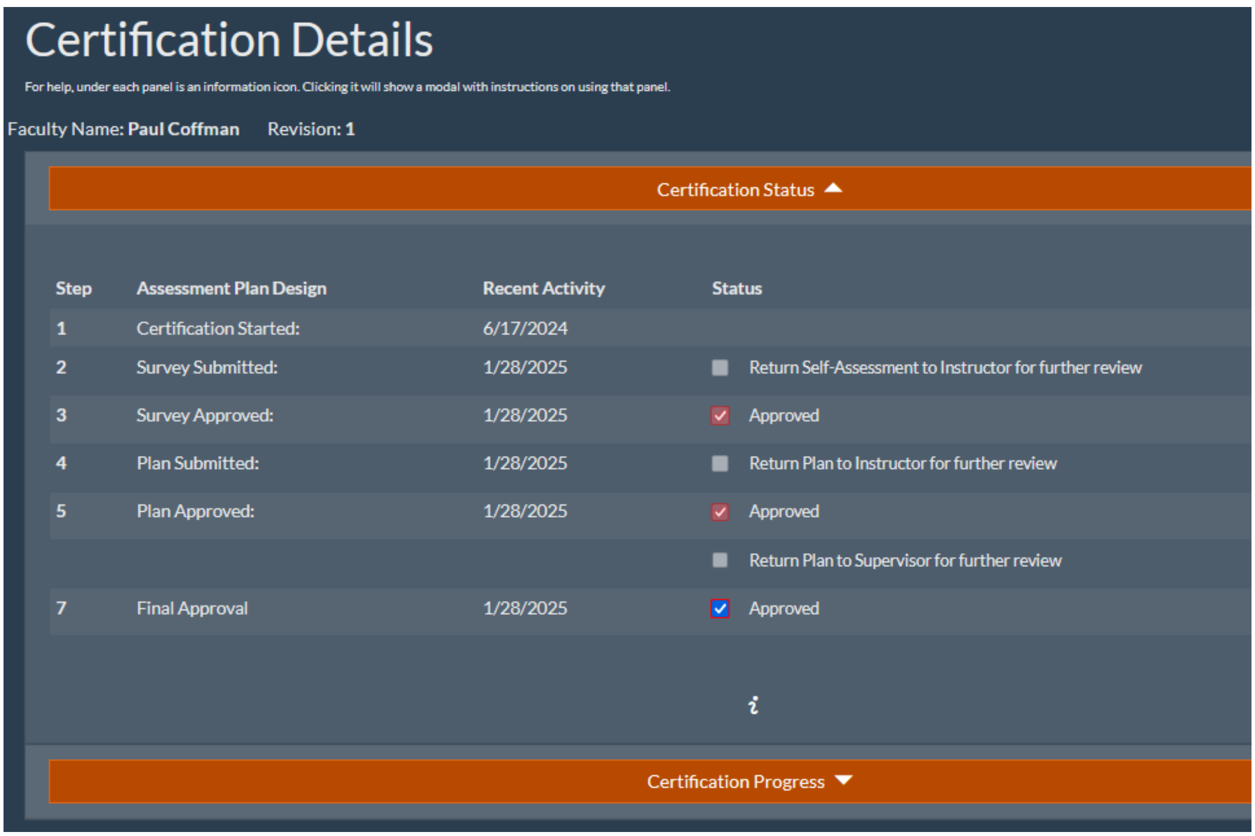
Name (Sort by: First Name)	Program Name	Cert Details	Cert Revision	Assessment Summary	PDP Plan Details	Progress	Email	Std Ver.
Mike Instructor	Northwest Painting	Submit: 10/28/2022	2	Approved	Approved		appdev@sbctc.edu	2012
Paul Coffman	Northwest Painting	Spring - 2025	1	Approved	Approved		appdev@sbctc.edu	2024
Saravanan Mylsamy	Teaching	Unknown	n/a	Not Submitted	Not Submitted		sMylsamy@sbctc.edu	2024
William Belden	Teaching	Submit: 08/14/2024	1	Approved	Not Submitted		wbelden@sbctc.edu	2012

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 ….** "

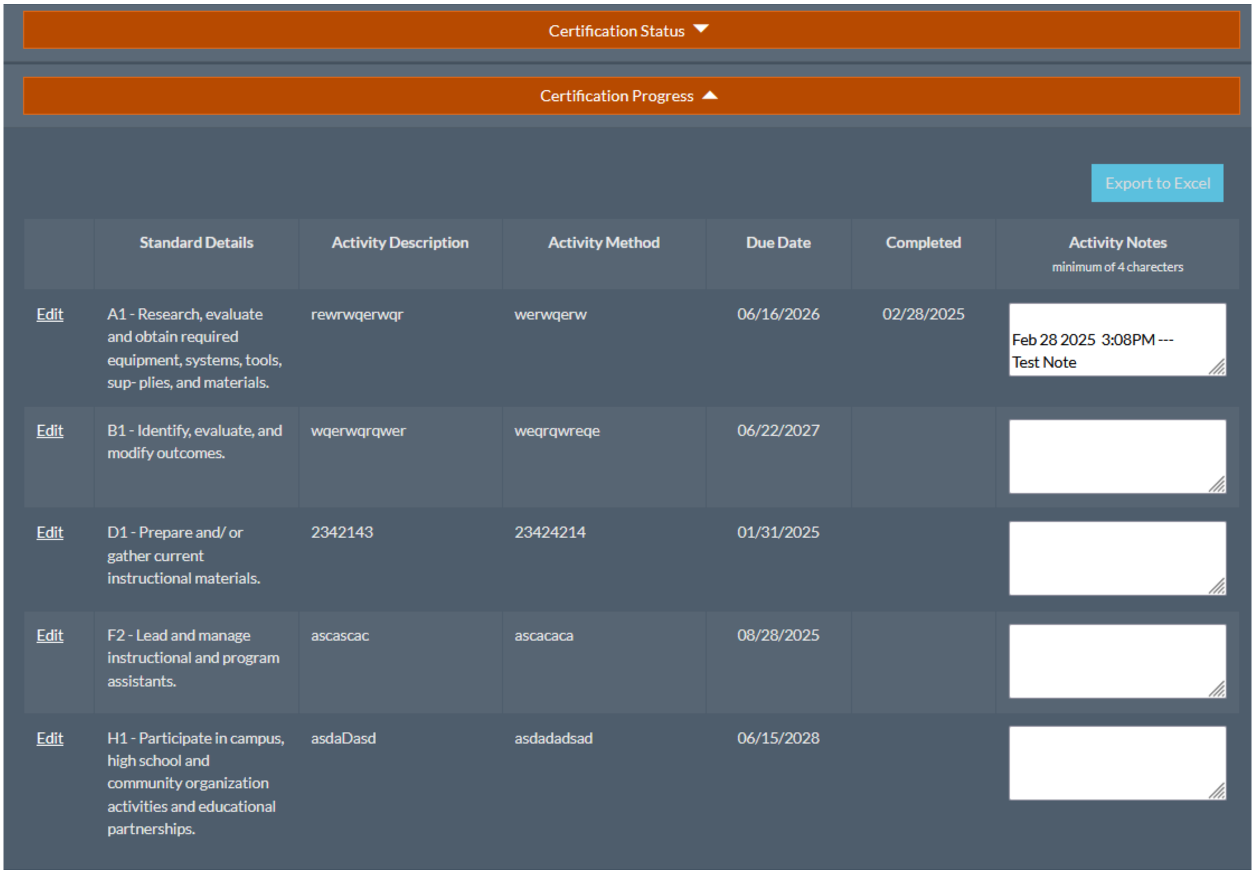
For final approval, the administrator or supervisor checks off the appropriate check box. For colleges requiring two-levels of approval, administrators and supervisors have separate approval options, however only one approval is required.

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 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.



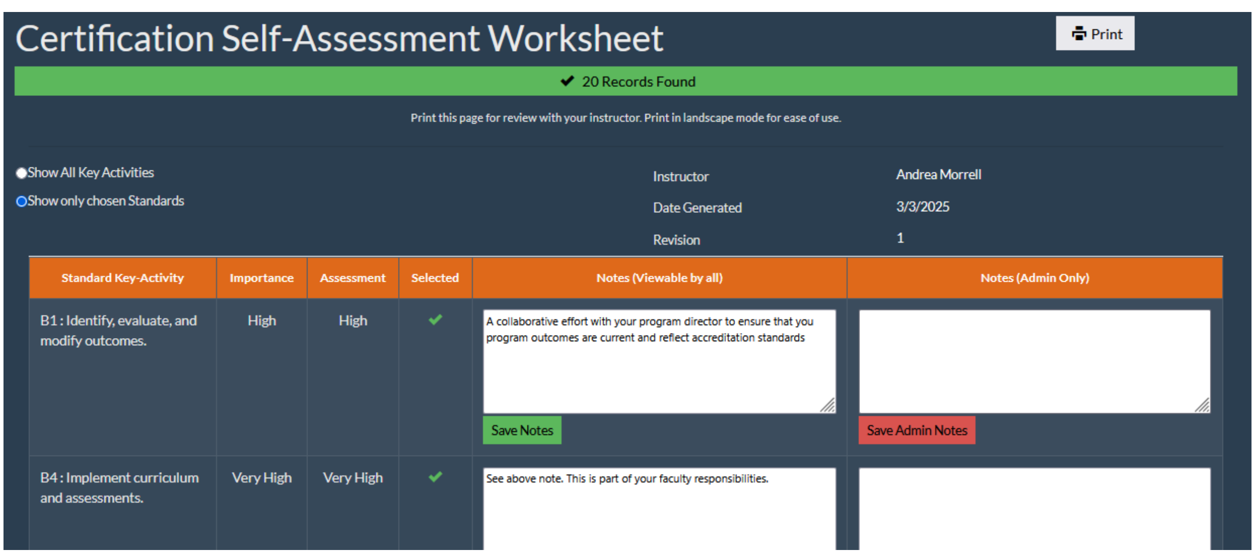
Cert Revision

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.

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.



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.

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	

First Aid/CPR Expires and Bloodborne Path. Expires

These columns show faculty members certification expiration dates, if needed, and whether they are exempt.

Email

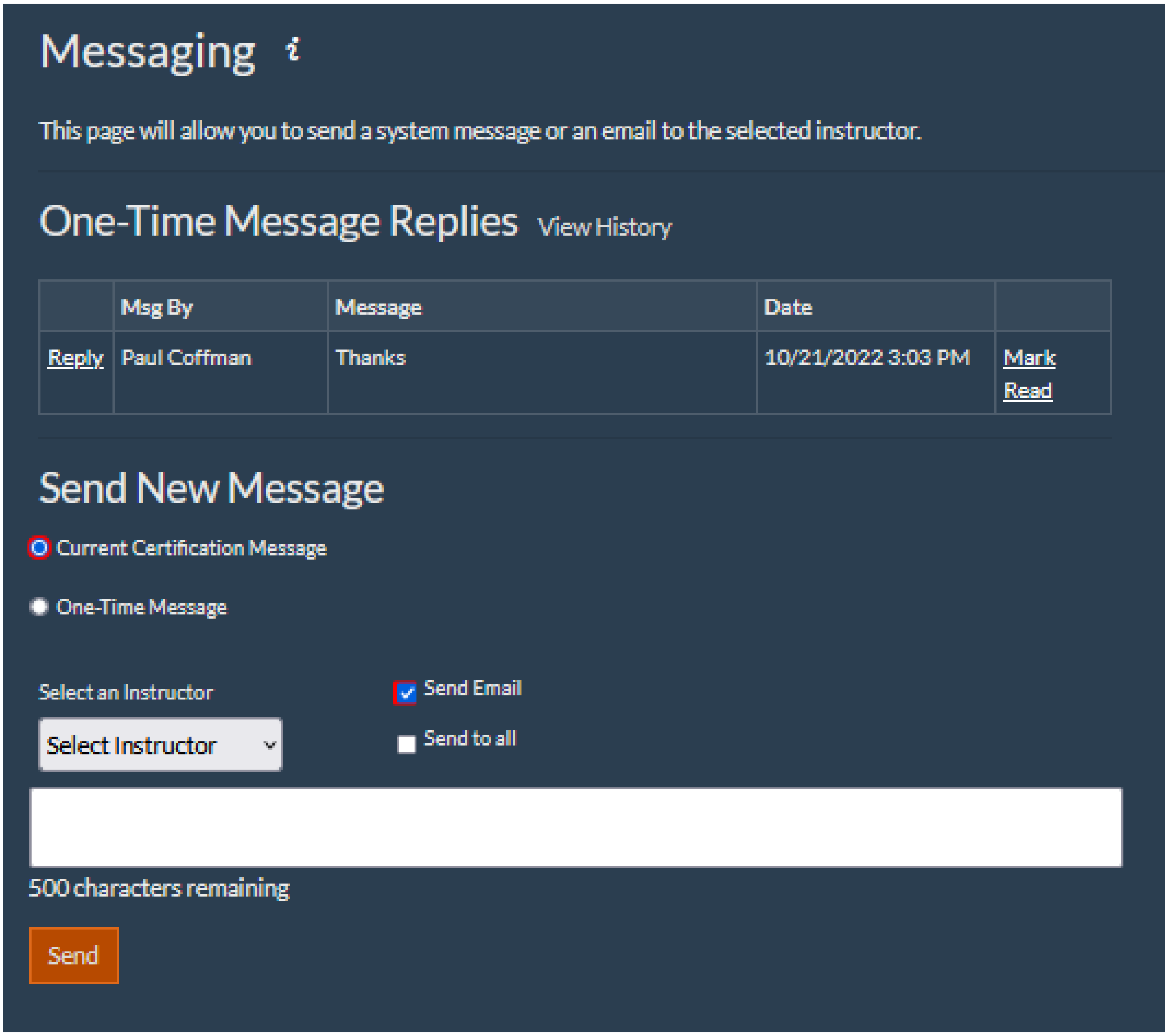
The email column is "live" for immediate composition of an email. Clicking on the address will open your system's default email client and prepare a blank email from you to the selected instructor.

Std Ver.

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

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.



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.

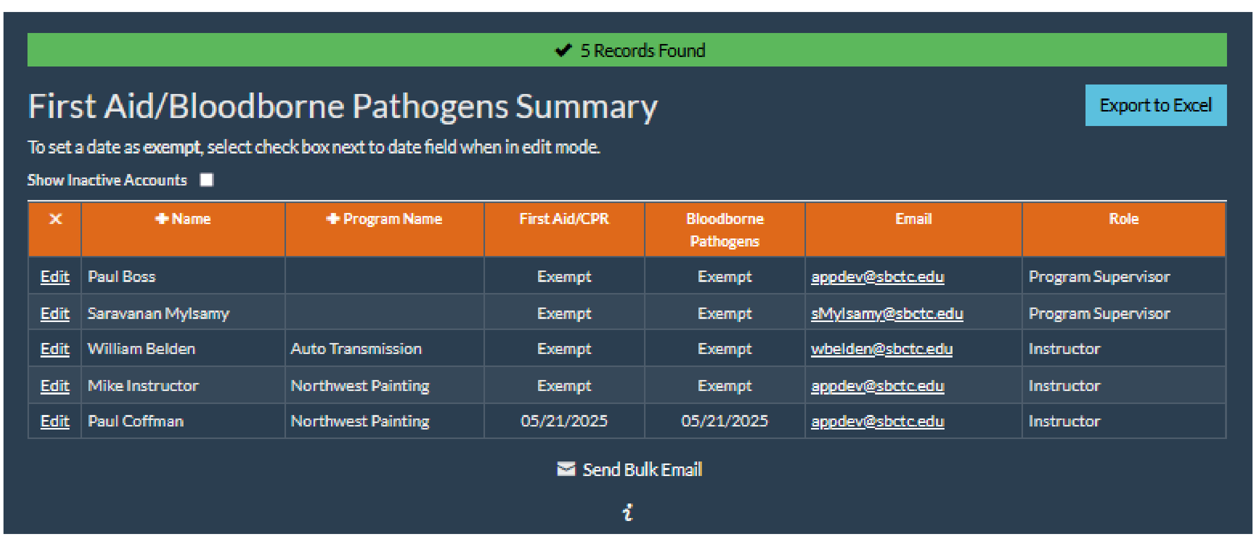
Email column entries allow the administrator to send email to that user.

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.



×	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

Manage Programs

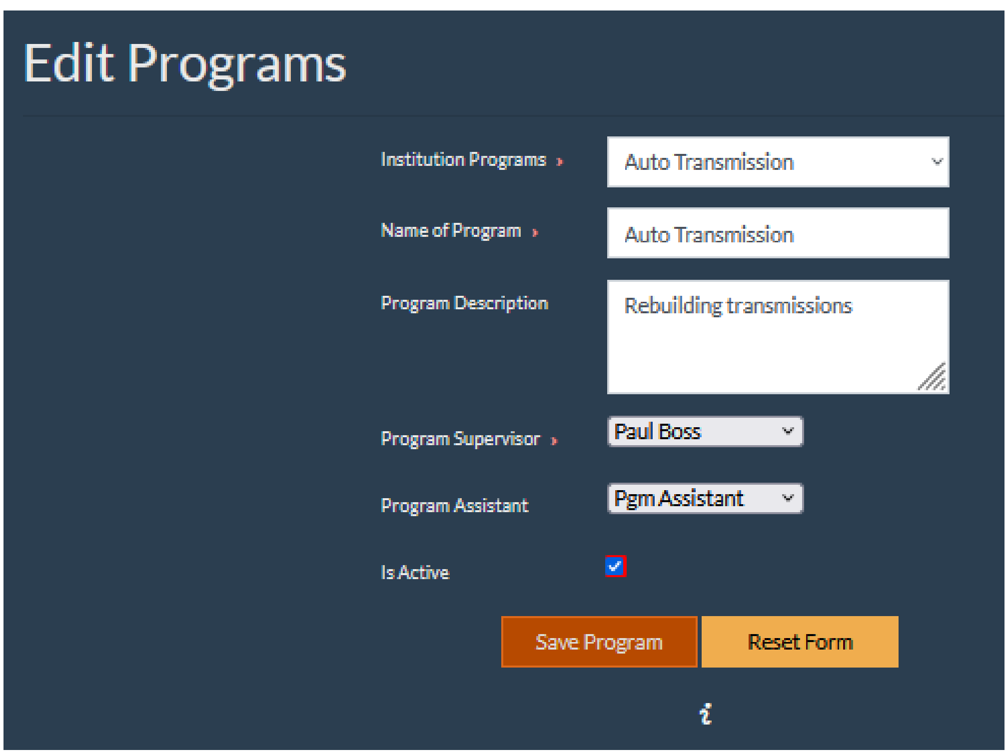
The **Manage Programs** menu has two menu items: **Edit Programs** and **Add Program**. This feature is how an administrator or supervisors maintains the academic programs that instructors are assigned to.

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.

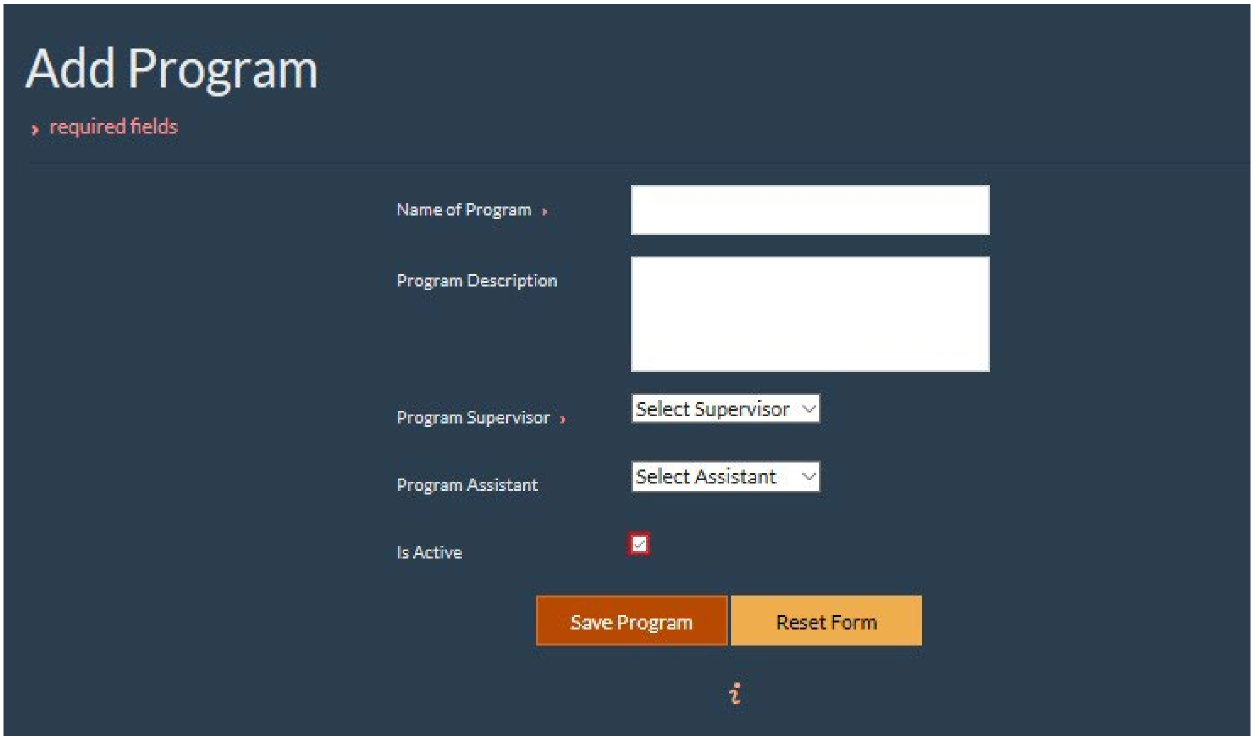
NOTE: De-activating a program will run a check first, to be sure there are no instructors still in the program. You can force a program to be deactivated, but this will remove all instructors from the program. Instructors that are not attached to a program will not have access to this web site until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



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**.



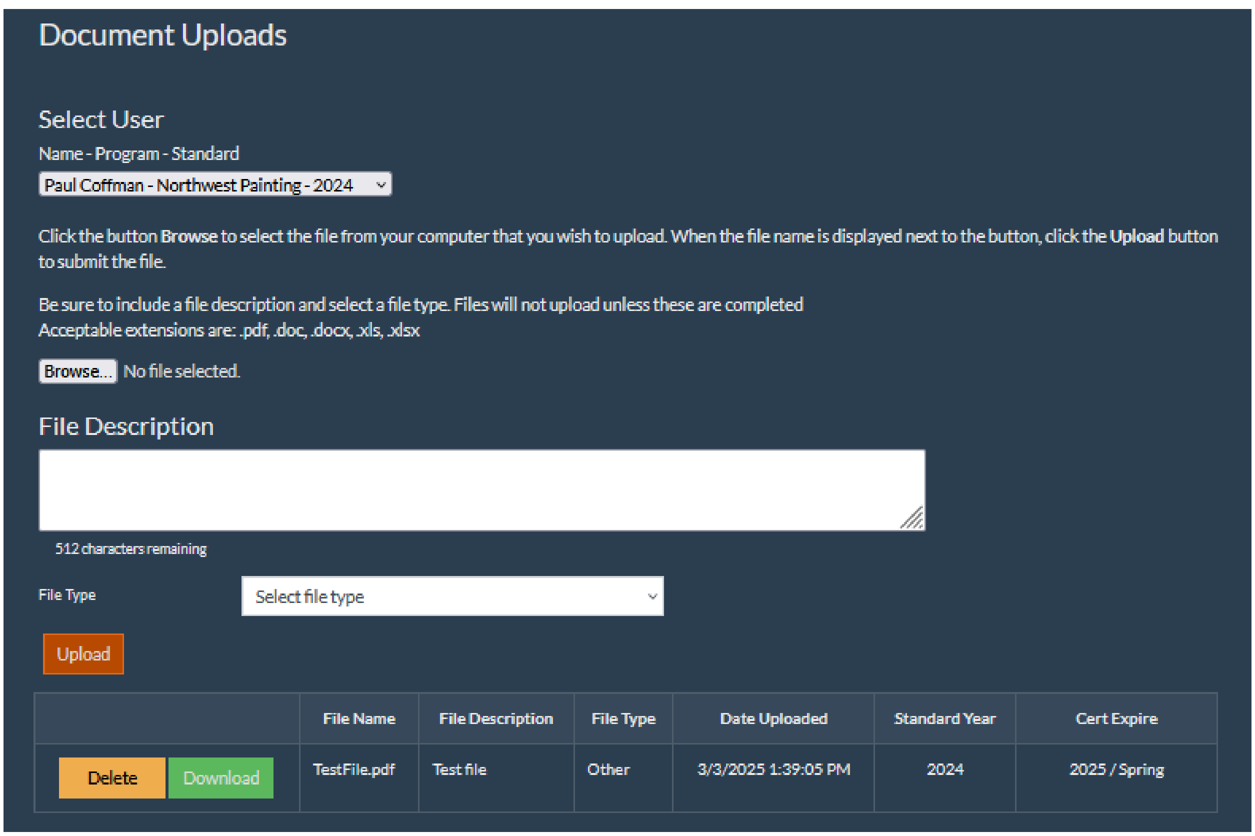
File Uploads

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.

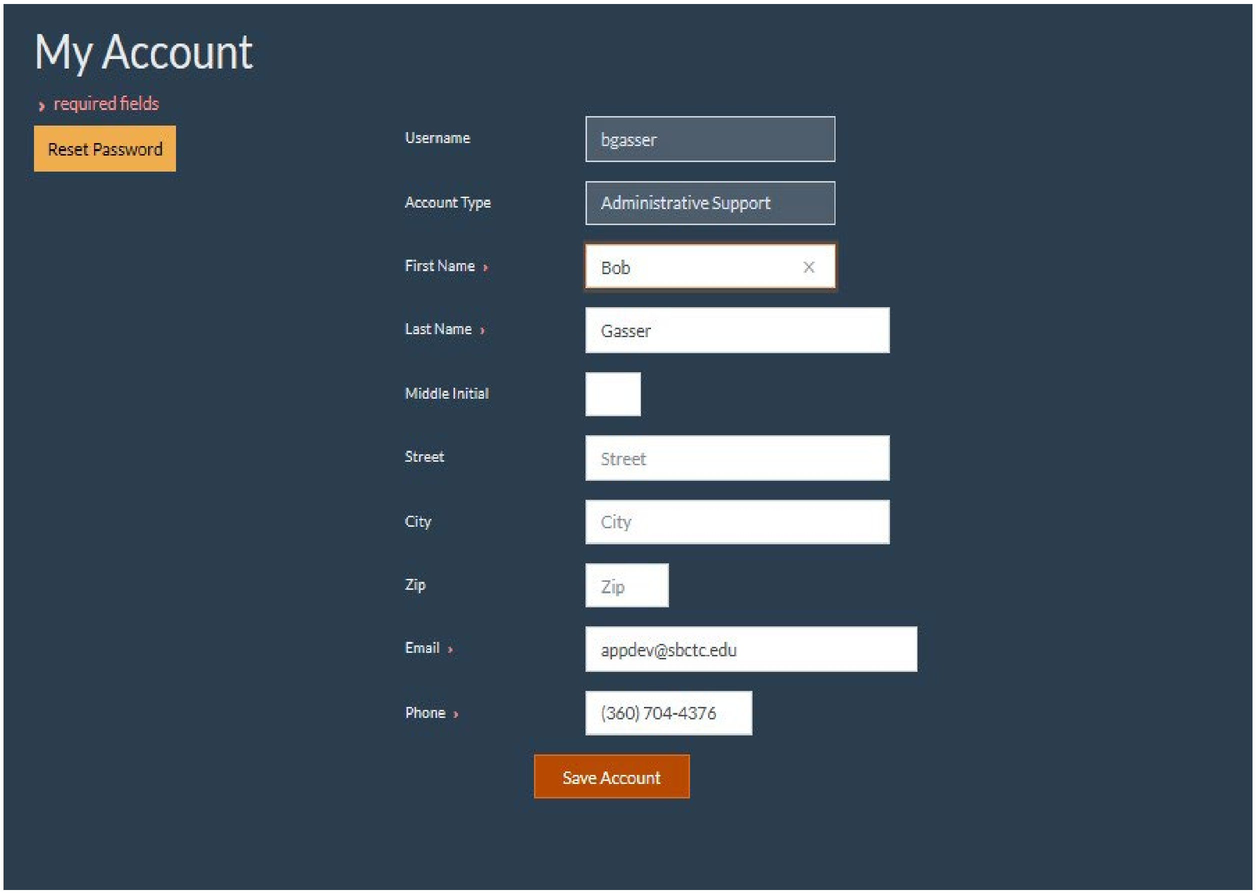
List of file Types:

- 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



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.