



# ProCert Manual

## Supervisor

Version 3


March 11, 2025

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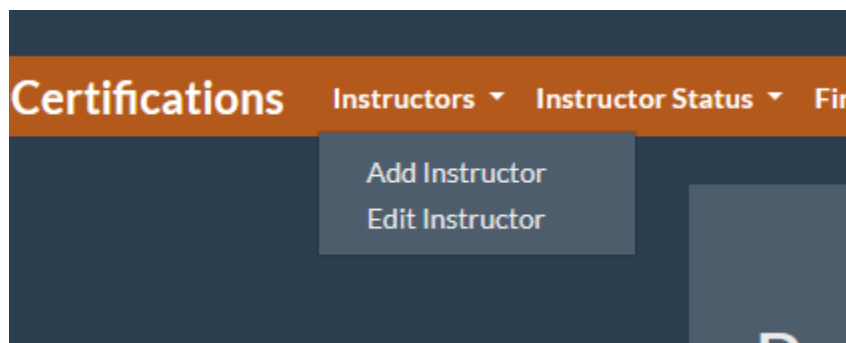
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# Program Supervisor Functions

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"/>
FacultyType	<input checked="" type="radio"/> Full-time/Permanent <input type="radio"/> Full-time/Non Permanent <input type="radio"/> Part-Time/Adjunct
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	<input checked="" type="radio"/> 3 year <input type="radio"/> 5 years
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 logon credentials. No other changes are made.

### Edit Instructor

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

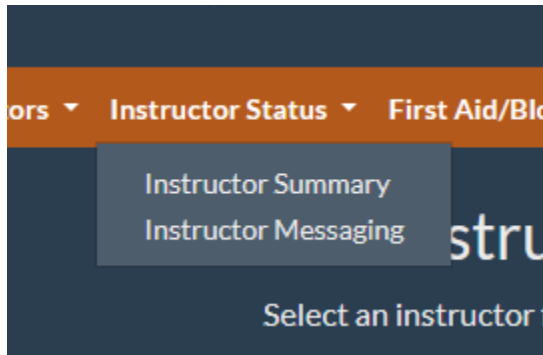
> required fields

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](#)

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## Instructor Status



## Instructor Summary

✓ 2 Records Found

### Instructor Summary

Export to Excel

Show Inactive Accounts  Filter Revisions **All** Show Max Revisions

+ 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.
Saravanan Mysamy	1	Teaching	<a href="#">Unknown</a>	<a href="#">Not Submitted</a>	<a href="#">Not Submitted</a>				<a href="mailto:sMysamy@sbctc.edu">sMysamy@sbctc.edu</a>	2012
William Belden	1	Teaching	<a href="#">Submit: 08/14/2024</a>	<a href="#">Submitted</a>	<a href="#">Not Submitted</a>		02/12/2025		<a href="mailto:wbelden@sbctc.edu">wbelden@sbctc.edu</a>	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

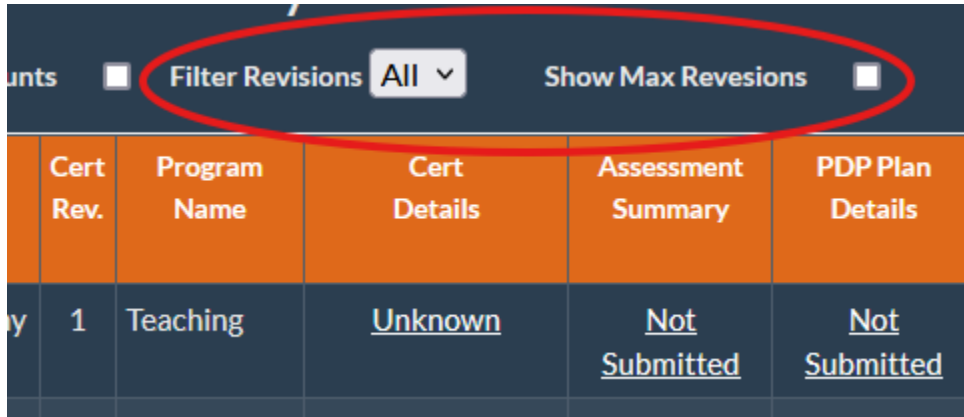
### Instructor Summary

Show Inactive Accounts  Filter Revisions **All**

+ Name Sort by: First Name	Cert Rev.	Program Name	Cert Details
Saravanan Mysamy	1	Teaching	<a href="#">Unknown</a>
William Belden	1	Teaching	<a href="#">Submit: 08/14/2024</a>

### 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.



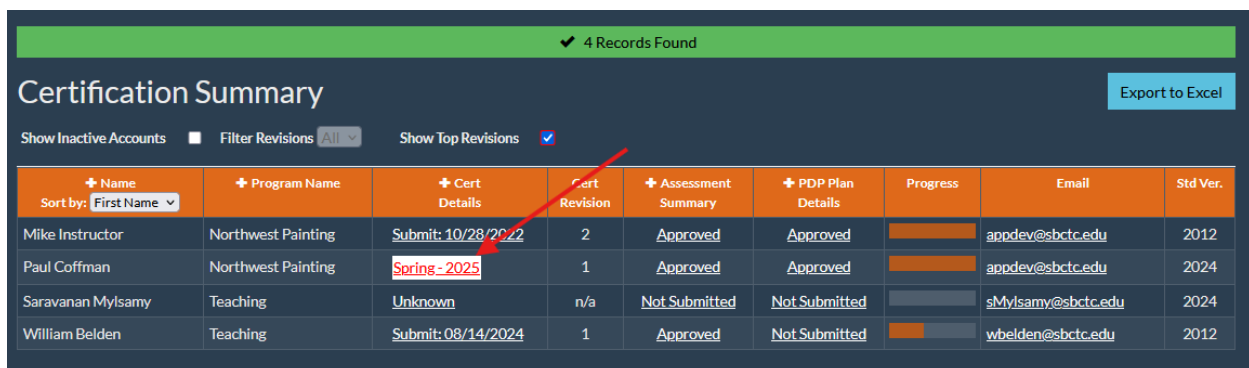
	Cert Rev.	Program Name	Cert Details	Assessment Summary	PDP Plan Details
y	1	Teaching	<a href="#">Unknown</a>	<a href="#">Not Submitted</a>	<a href="#">Not Submitted</a>

### 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

Export to Excel

Show Inactive Accounts  Filter Revisions All  Show Top Revisions

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

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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 Status ▼						
Certification Progress ▲						
<a href="#">Export to Excel</a>						
	Standard Details	Activity Description	Activity Method	Due Date	Completed	Activity Notes <small>minimum of 4 characters</small>
<a href="#">Edit</a>	A1 - Research, evaluate and obtain required equipment, systems, tools, supplies, and materials.	rewrwqerwqr	werwqerw	06/16/2026	02/28/2025	Feb 28 2025 3:08PM --- Test Note
<a href="#">Edit</a>	B1 - Identify, evaluate, and modify outcomes.	wqerwqrqwer	wegrqwrege	06/22/2027		
<a href="#">Edit</a>	D1 - Prepare and/or gather current instructional materials.	2342143	23424214	01/31/2025		
<a href="#">Edit</a>	F2 - Lead and manage instructional and program assistants.	ascascac	ascacaca	08/28/2025		
<a href="#">Edit</a>	H1 - Participate in campus, high school and community organization activities and educational partnerships.	asdaDasd	asdadadsad	06/15/2028		

### 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.

Certification Summary								Export to Excel
Show Inactive Accounts	Filter Revisions	Show Top Revisions						
Name	Program Name	Cert Details	Cert Revision	Assessment Summary	PDP Plan Details	Progress	Email	Std Ver.
Allen Neace	Business Computer Technology	Unknown	2	Not Submitted	Not Submitted		aneace@wvc.edu	2012
Amanda Stringham	Allied Health	Submit: 10/17/2023	1	Approved	Not Submitted		astringham@wvc.edu	2012
Andrea Morrell	Medical Assistant	Fall - 2022	1	Approved	Approved		amorrell@wvc.edu	2012
Arius Elvikis	Digital Design	Submit: 05/08/2021	1	Approved	Not Submitted		aelvikis@wvc.edu	2012
Bev Warman	Chemical Dependency	Fall - 2022	1	Approved	Approved		bwarman@wvc.edu	2012
Bob Greiner	Automotive Technology	Fall - 2022	1	Approved	Approved		rgreiner@wvc.edu	2012
Bob Smet	Criminal Justice	Fall - 2022	1	Approved	Approved		rsmet@wvc.edu	2012
Brigid Chvilicek	Nursing	Submit: 11/05/2018	1	Approved	Submitted		bchvilicek@wvc.edu	2012
Claire Tompkins	Rad Tech	Unknown	1	Not Submitted	Not Submitted		ctompkins@wvc.edu	2012

### 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
20 Records Found						
Print this page for review with your instructor. Print in landscape mode for ease of use.						
<input checked="" type="radio"/> Show All Key Activities <input type="radio"/> Show only chosen Standards			Instructor: Andrea Morrell Date Generated: 3/3/2025 Revision: 1			
Standard Key-Activity	Importance	Assessment	Selected	Notes (Viewable by all)	Notes (Admin Only)	
B1: Identify, evaluate, and modify outcomes.	High	High	✓	A collaborative effort with your program director to ensure that you program outcomes are current and reflect accreditation standards		
B4: Implement curriculum and assessments.	Very High	Very High	✓	See above note. This is part of your faculty responsibilities.		

## 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, supplies, and materials.	Research, evaluate and obtain required equipment, systems, tools, supplies, 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.

### Messaging ?

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	
<a href="#">Reply</a>	Paul Coffman	Thanks	10/21/2022 3:03 PM	<a href="#">Mark Read</a>

#### Send New Message

Current Certification Message

One-Time Message

Select an Instructor  Send Email

Send to all

Select Instructor

500 characters remaining

## 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.

The screenshot shows a web interface for managing certifications. At the top, a green bar indicates "5 Records Found". Below this is the title "First Aid/Bloodborne Pathogens Summary" and an "Export to Excel" button. A note states: "To set a date as exempt, select check box next to date field when in edit mode." There is also a "Show Inactive Accounts" toggle. The main table has the following data:

X	Name	Program Name	First Aid/CPR	Bloodborne Pathogens	Email	Role
<a href="#">Edit</a>	Paul Boss		Exempt	Exempt	<a href="mailto:appdev@sbctc.edu">appdev@sbctc.edu</a>	Program Supervisor
<a href="#">Edit</a>	Saravanan Mysamy		Exempt	Exempt	<a href="mailto:sMysamy@sbctc.edu">sMysamy@sbctc.edu</a>	Program Supervisor
<a href="#">Edit</a>	William Belden	Auto Transmission	Exempt	Exempt	<a href="mailto:wbelden@sbctc.edu">wbelden@sbctc.edu</a>	Instructor
<a href="#">Edit</a>	Mike Instructor	Northwest Painting	Exempt	Exempt	<a href="mailto:appdev@sbctc.edu">appdev@sbctc.edu</a>	Instructor
<a href="#">Edit</a>	Paul Coffman	Northwest Painting	05/21/2025	05/21/2025	<a href="mailto:appdev@sbctc.edu">appdev@sbctc.edu</a>	Instructor

At the bottom of the table, there is a "Send Bulk Email" button and an information icon.

## Manage Programs

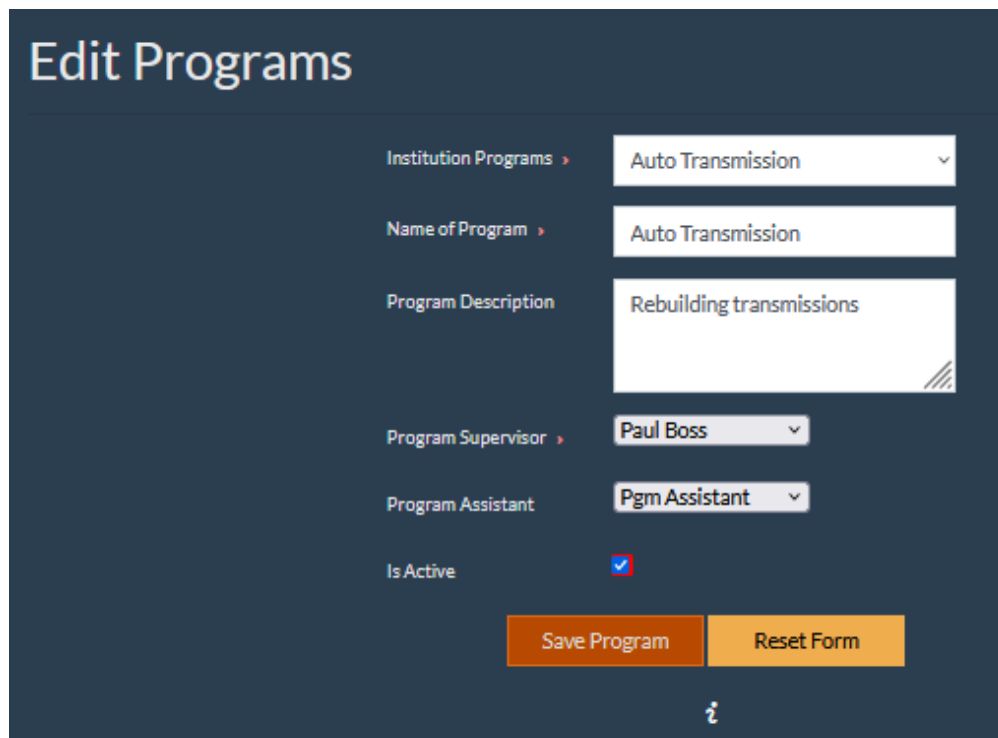
The **Manage Programs** menu has two menu items: **Edit Programs** and **Add Program**. This feature is how an administrator or supervisors maintains the academic programs that instructors are assigned to.

### 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 the 'Edit Programs' form with the following fields and values:

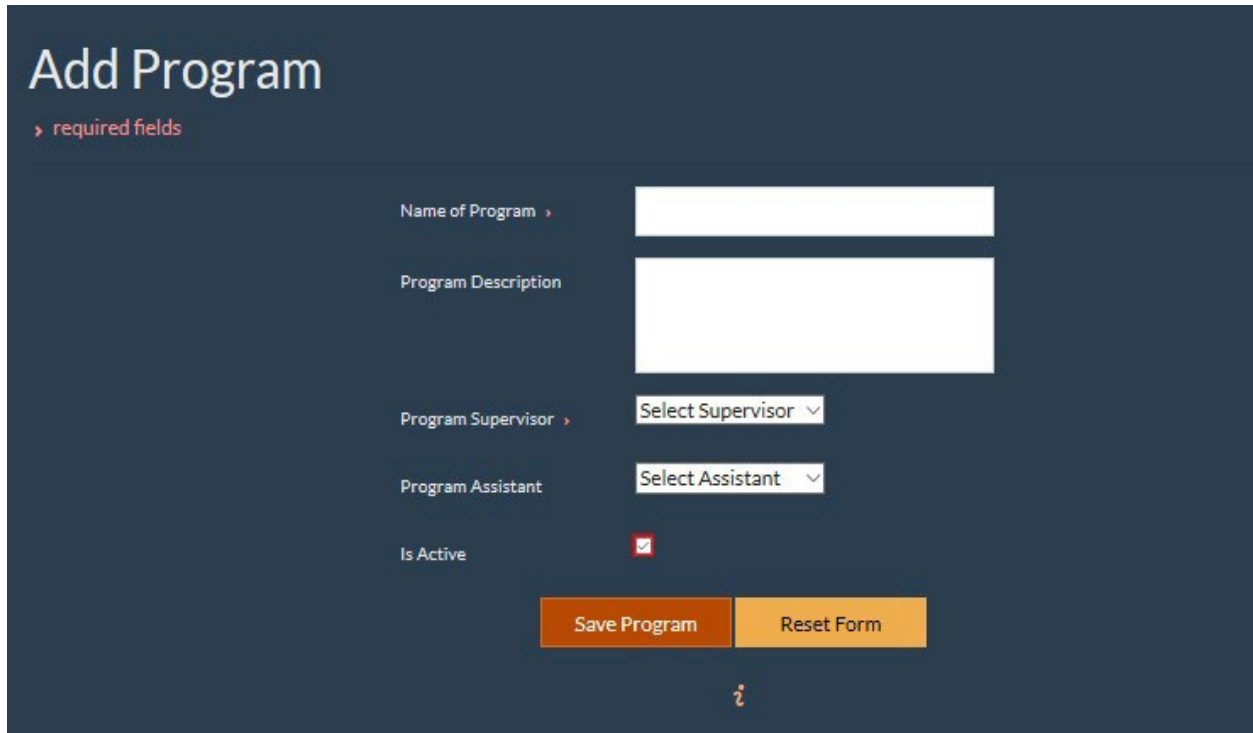
Field	Value
Institution Programs	Auto Transmission
Name of Program	Auto Transmission
Program Description	Rebuilding transmissions
Program Supervisor	Paul Boss
Program Assistant	Pgm Assistant
Is Active	<input checked="" type="checkbox"/>

At the bottom of the form are two buttons: 'Save Program' and 'Reset Form'. An information icon is located below the buttons.

## 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**.



The screenshot shows a dark-themed web interface for adding a program. At the top left, the title "Add Program" is displayed in a large, light-colored font. Below the title, a small red icon followed by the text "required fields" indicates which fields are mandatory. The form consists of several input fields:

- "Name of Program" with a small red asterisk and a right-pointing arrow, followed by a white text input field.
- "Program Description" followed by a larger white text area.
- "Program Supervisor" with a small red asterisk and a right-pointing arrow, followed by a dropdown menu showing "Select Supervisor".
- "Program Assistant" followed by a dropdown menu showing "Select Assistant".
- "Is Active" followed by a checked checkbox.

At the bottom of the form, there are two buttons: "Save Program" in a dark orange color and "Reset Form" in a lighter orange color. Below the buttons is a small, light-colored question mark icon.

## 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.