

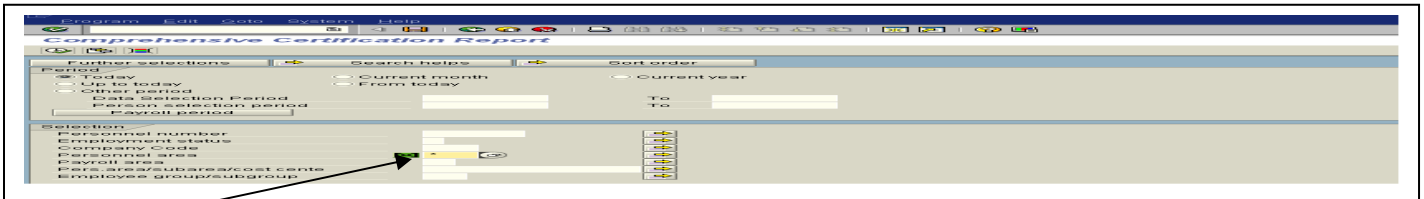
Report of State Issued Teaching Certification

From the SAP Easy Access PCSB Menu Screen:

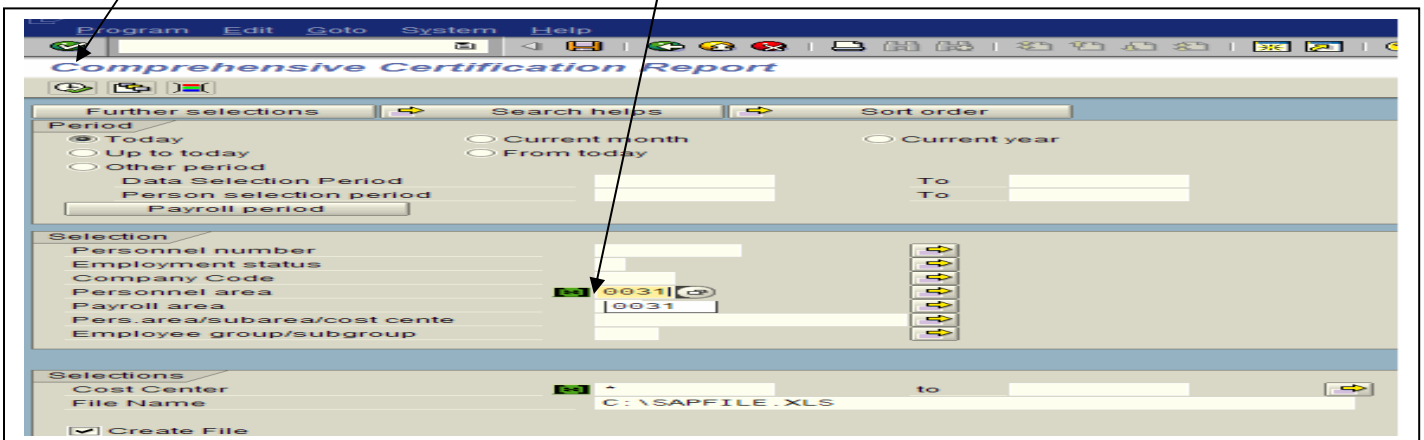
Click the **Expand** Icon to the left of: **PCSB Menu > Human Resources > Human Resources Reports**

Double Click on **ZAHRA_CERTIFICATION- Report of State Issued Teaching Certificates**

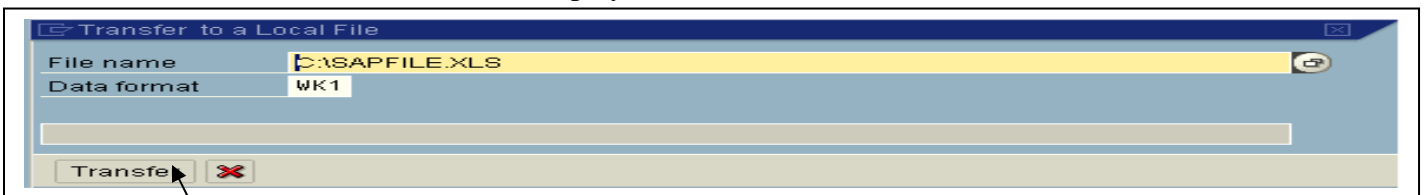
The **Comprehensive Certification Report** screen is displayed



Remove the asterisk from the **Personnel Area** field, Type your four-digit location number
Click the **Execute** icon

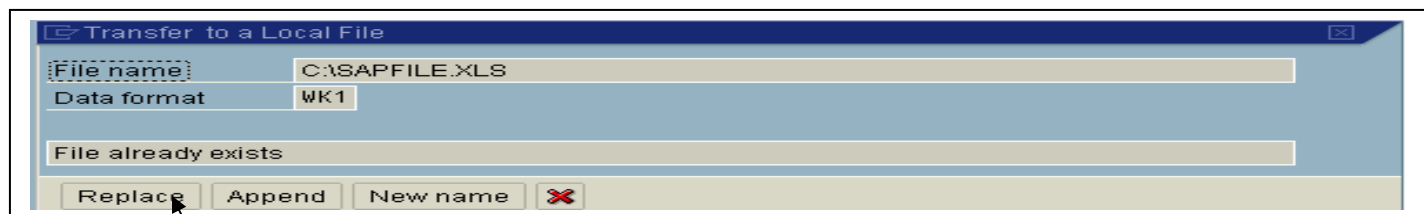


The **Transfer to a Local File** window is displayed



Click the **Transfer** button

If the Report does not display immediately, the **Transfer to a Local File** window is displayed stating that the **File already exists**



Click the **Replace** button

An **Excel** spreadsheet screen is displayed; it can be saved as a local file in **Excel** by clicking **File**, then **Save** or **Save As**. To close the Excel window, *Click File*, then *Select Close* or *Click the X* in the top right corner of the Excel window.

	A	B	C	D	E	F	G
1	LOCATION	SOC SEC #	PERS #	LAST NAME	FIRST NAME	JOB DESCRIPTION	OUT OF F
2	Int'.1. Baccalaureate	- Ba 665778888	00002141	BOOP	BETTY	Teacher, For Lan SH	BA Send to
3	Int'.1. Baccalaureate	- Ba 591051082	00002145	SMITHSON	BOB	Teacher, Lan Arts SH	
4	Int'.1. Baccalaureate	- Ba 444665555	00002445	LEE	BRUCE	Teacher, Science SH	BA Send to
5	Int'.1. Baccalaureate	- Ba 123121234	00003182	JOHNSON	JAMES	Teacher, Lan Arts SH	
6	Int'.1. Baccalaureate	- Ba 999881111	00003687	ROBERTS	ROB	Teacher, Soc St SH	BA Send to
7	Int'.1. Baccalaureate	- Ba 555779999	00003854	BOB	BILLY	Teacher, Lan Arts SH	
8	Int'.1. Baccalaureate	- Ba 789787890	00003882	DOE	JANE	Teacher, Lan Arts SH	H Out of F
9	Int'.1. Baccalaureate	- Ba 555228888	00004361	BOND	JAMES	Teacher, Science SH	BA Send to
10	Int'.1. Baccalaureate	- Ba 333557777	00004389	JOHNS	SALLY	Teacher, Science SH	BA Send to
11	Int'.1. Baccalaureate	- Ba 888888888	00005172	JAMES	JOHNNY	Teacher, Math SH	BA Send to
12	Int'.1. Baccalaureate	- Ba 444123456	00005358	MCKAY	KAY	Teacher, Soc St SH	BA Send to
13	Int'.1. Baccalaureate	- Ba 876124567	00005636	DOE	JON	Teacher, Soc St SH	R Override
14	Int'.1. Baccalaureate	- Ba 999887777	00005779	ROBERTS	RUBY	Teacher, For Lan SH	
15	Int'.1. Baccalaureate	- Ba 888331111	00005934	SMITH	BOB	Teacher, Soc St SH	BA Send to
16	Int'.1. Baccalaureate	- Ba 987654321	00006046	JONES	SARAH	Teacher, Lan Arts SH	R Override
17	Int'.1. Baccalaureate	- Ba 456567890	00006515	SIMS	SALLY	Teacher, Math SH	BA Send to
18	Int'.1. Baccalaureate	- Ba 333445555	00007007	SMITHS	TIM	Counselor, SH	BA Send to
19	Int'.1. Baccalaureate	- Ba 777777777	00016817	SMITH	SUZIE	Teacher, For Lan SH	BA Send to
20	Int'.1. Baccalaureate	- Ba 555664444	00017193	JONES	MARY	Teacher, Soc St SH	BA Send to

After the **Excel** spreadsheet has been closed, the report is displayed in **SAP** and can be printed. *Click the Print icon* on the Tool bar to print the report

Location	Soc. Sec. #	Pers. #	Name: Last	First	Job Description	Out of Field
Int'.1. Baccalaurea	555-77-9999	00003854	BOB	BILLY	Teacher, Lan Arts SH	
	12/05/1994	Bachelor's	FLORIDA STATE UNIVERSITY	English (7-12)	RG	2006 ATHLETIC COACHING ENDORSEMENT ENGLISH (6-12) ESOL K-12
Int'.1. Baccalaurea	555-22-8888	00004361	BOND	JAMES	Teacher, Science SH	BA Send to Board for Approval
	08/16/1990	Bachelor's Master's	CINCINNATI, UNIVERSITY O AKRON, UNIVERSITY OF	Biology (7-12) Adm & Supervision (KG-12)	RG	2009 BIOLOGY (6-12) EDUCATIONAL LEADERSHIP (ALL LE MIDDLE GRADES GENERAL SCIENCE PHYSICS 6-12
Int'.1. Baccalaurea	665-77-8888	00002141	BOOP	BETTY	Teacher, For Lan SH	BA Send to Board for Approval
	08/18/1986	Bachelor's Master's	UNIV OF SOUTH FLORIDA UNIV OF SOUTH FLORIDA	Bilingual Education (KG-12) Bilingual Education (KG-12)	RG	2007 FOREIGN LANGUAGE - FRENCH K-12 FOREIGN LANGUAGE - SPANISH K-1
Int'.1. Baccalaurea	789-78-7890	00003882	DOE	JANE	Teacher, Lan Arts SH	H Out of Field ESOL
	08/02/1999	Bachelor's Master's	CENTRAL FLORIDA, UNIV OF NOVA UNIVERSITY	English (7-12) Educational Leadership	RG	2007 ENGLISH (6-12)

Click the green arrow on the Tool Bar to *Close* the **SAP** report to return to the **Comprehensive Certification Report** screen