

SCHEV PPE Portal

1.1.1.1 School Personnel

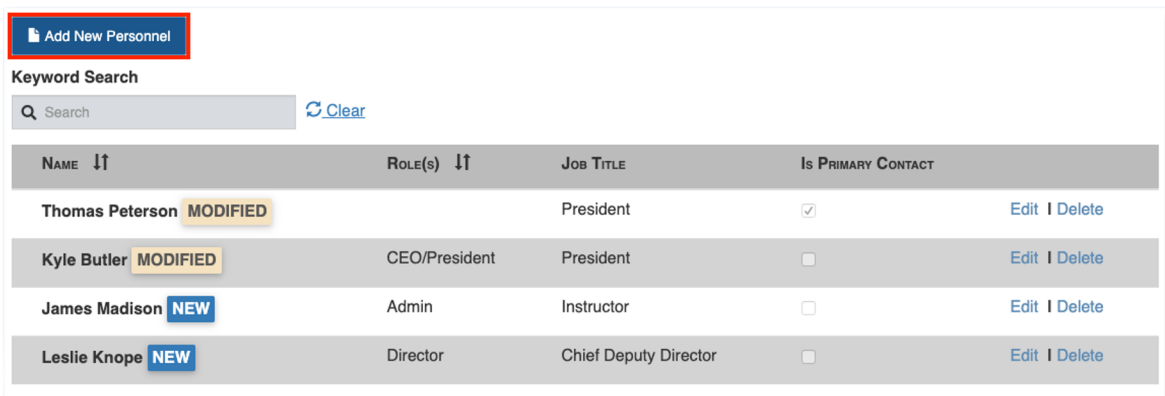
During Initial Certification, the school user can add School Personnel. Schools are able to create, modify, and delete Personnel during or outside of recertification.

The Personnel tab will show a list of Personnel associated with that school. From the Personnel tab, the user can **Add**, **Edit** or **Delete** Personnel.

Note - The section might have personnel listed already from the Name Acknowledgement section (Primary Contact or CEO/President) . Review **section 2.4.2.4.2 Editing or Deleting School Personnel** to add information on existing Personnel.

1.1.1.1.1 Adding New Personnel

To add a new Personnel, the school user would click **Add New Personnel**.



NAME ↑↓	ROLE(S) ↑↓	JOB TITLE	IS PRIMARY CONTACT	
Thomas Peterson MODIFIED		President	<input checked="" type="checkbox"/>	Edit Delete
Kyle Butler MODIFIED	CEO/President	President	<input type="checkbox"/>	Edit Delete
James Madison NEW	Admin	Instructor	<input type="checkbox"/>	Edit Delete
Leslie Knope NEW	Director	Chief Deputy Director	<input type="checkbox"/>	Edit Delete

The school user would fill in and upload all required documentation for the Personnel.

Note – depending on the school type (e.g. Degree Granting, Non-Degree Granting) the school user would have a different **Categorization** options to choose from.

Note – depending on the which **Categorization** the school user chooses (Owner, CEO/President, Board Member, etc) the school user would have different **Verification of Qualifications** and might have to complete a **Background check**.

General Information ◀

Categorization ▾

Select role/s the personnel fills at school

- Owner** (Administrator, owner, controlling shareholder, or member of the institution's governing board)
- CEO/ President** (The Acknowledgement of Prior Postsecondary Involvement required)
- Board Member** (Boards must collectively demonstrate financial, academic, managerial, and any necessary specialized knowledge)
- Director**
- Senior Admin** (Chief Executive Officer, President, Chancellor, Dean, Provost or Owner)
- Admin** (Campus Director, Financial Aid administrator, Admissions Director, Registrar, Director of Student Services, etc)
- Faculty Member**

Education ◀

Certifications & Licences ◀

Work Experience ◀

Verification of Qualification ▾

Director

- Baccalaureate degree from an accredited College or University (Attach copy of official transcript) a
- One Year of experience in administration or institutional management. (Attach Resume)
- Exception due to scholarly achievement and/or demonstrated competency (Attach justification letter)