



CRTIS

Certification and Recertification Tracking Interactive System

Planned Functionality:

First view: Login – only principals and Religion Coordinators (and/or their assistants) will have access to all info. Teachers will only have access to their personal info, workshop tracking, and no other functionality.

- Information will be stored in SQL database – very secure
- Only share password with trusted school employees. DO NOT leave password where others can see it. More information on how to create and guard secure passwords will be distributed as completion of program approaches.

Next view: List* of religion teachers at school corresponding with Religion Coordinator's account

- Select teacher OR
- Register teachers for workshop
- Print report of teachers' progress

IF Select Teacher - **Next view:** Teacher's Profile:

- if new teacher: certification due date shown
- if basic is completed: recertification due date shown
- completed workshops
- registered workshops
 - paid for/not paid for
 - If completed and paid for, 'Print certificate' becomes active

IF Register teachers for workshop – **Next view:** Workshop Registration

- drop-down lists of workshop styles, dates and locations under different recertification categories
- check boxes or drop-down list to select which teacher(s) will attend
- Total and registration receipt will be generated. Send check via mail.
- When payment is received DCS will mark workshop 'paid'.
- Registration receipt should be brought to the workshop for a signature or stamp. Attendee brings signed or stamped receipt back to Religion Coordinator.
- Religion Coordinator will check off completed workshops in system.
- Once workshop is marked 'completed' a certificate may be printed.

*Teacher lists will most likely come from Standard School Surveys. However, if teachers are hired or terminated mid-year, schools should let us know as soon as possible.

We are planning triggers to send email when:

- Recertification date is coming due – Religion Coordinator will have the ability to push date back up to one year at a time.
- Workshop is coming up that will fulfill (re)certification requirement (email to teacher if possible)
- Payment has not been received for a workshop within a certain time frame
- Registrant has not attended a workshop that's been paid for and there is a credit
- Etc.

If you have any suggestions, questions or comments after today, please send them to:

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