

PCA Inservice Upload File Specifications

The Kansas State Department of Education (KSDE) has developed this document to provide School Districts and LEAs with a detailed description of the file requirements for uploading para inservice to Personnel Categorical Aid. The upload process provides an alternative method for School Districts and LEAs to add inservice information into Personnel Categorical Aid.

General Inservice Upload File Requirements

- A. The **PCA Inservice Upload File** specifications will be used for submitting data to KSDE for adding positions to the special education Inservice report.
- B. All fields should contain actual data. That is, no trailing spaces should be appended to fill to the maximum length specified. Fields should not have any leading spaces; however, some fields may require leading zeros.
- C. Because no unique identifier field exists, any upload must contain all data. Uploading deletes all existing Inservice data for the LEA and adds only the data contained in the upload.

PCA Inservice Export File Specification

This file is to be exported from the School District/LEA as either a comma delimited (.csv) file or Excel file and processed through Personnel Categorical Aid.

Each School District/LEA PCA Inservice Export File will contain:

- The first row of each upload file will contain the names of data fields as follows: District Code, Local Position Number, New/Replacement, Available, Professional/Non-Professional, Area, Low Level, High Level, FTE
- Each detail record may contain information for no more than one Inservice per record.
- The fields in each record will be delimited by a *delimiter character* (the fields are not fixed length – the “maximum length” indicated in the record layout is meant as the highest number of characters allowed in that field). For detail records the *delimiter character* used must be a comma.
- All fields are required to at least have a placeholder. That is, if the field has no data or is listed as “optional”, the *delimiter characters* that “surround” that field are there with no data between the *delimiter characters*.
- Each record is terminated by a carriage return/line feed character string. The last field in the record is not terminated by a *delimiter character* but only by the carriage return/line feed.

Detail Record Layout (PCA Inservice Upload File Specifications)

Please note that the **Field Ref #** below is included only for your convenience in referring to the fields and is NOT part of the record layout.

Field Ref #	Field	Max Length	Format Details	Required	Comments/Values
D1	Staff ID	10	Numeric 9999999999	Valid data required.	The unique number assigned to the staff member by eScholar.
D2	First Name	50	Alphanumeric	Valid data required.	The name given to the staff member at birth, baptism, or during another naming ceremony, or through legal change.
D3	Last Name	50	Alphanumeric	Valid data required.	The name borne in common by members of the staff member's family.
D4	Tier	1	Alphanumeric	Valid data required.	1. Twenty Staff Development Hours Required: Paraeducators who have worked as a Kansas special education paraeducator less than 3 years (within the past 3 years) 2. Ten Staff Development Hours Required: Paraeducators who have worked as a Kansas special education paraeducator for more than 3 years (including each of the past 3 years). A school year may be counted if employment was 9 months (or the full school year) AND the appropriate amount of inservice was obtained. Short breaks may have been taken during the year. 3. Staff Development Hours – Locally Determined: Inservice requirements are determined by the LEA for paraeducators that hold a current Kansas license/certificate if the para is working in an area directly related to the license they hold (work in an unrelated area does not qualify for Tier 3)
D5	License Number		Alphanumeric	Valid data required.	Only if Tier 3 License must match the area of services in order to qualify License number should be what is entered on relevant license lookup (or Educator ID)
D6	License Code	1	Alphanumeric	Valid data required.	Only if Tier 3 1 LaBA 2 LBSW 3 LPN/CNA 4 OTA 5 PTA 6 Related Professional level Service Provider 7 Teacher (Gen/Spec Ed) 8 SLPa
D7	Completed Orientation	1	Alphanumeric	Valid data required.	Y = Yes N = No
D8	Inservice Hours	2	Numeric (n.nn format)	Valid data required.	Inservice earned this school year (and possibly the summer prior).
D9	College Hours	2	Numeric (n.nn format)	Valid data required.	College credit hours related to the area of service earned this school year (and possibly the summer prior). Enter only actual credit hours earned this school year.