

# Commonwealth of VA Student Tracking

Professional Credential Services


# Add a New Student

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**Add New Student**

First Name	<input type="text"/>	Last Name	<input type="text"/>
Birthday (mm/dd/yyyy)	<input type="text"/> 	SSN	<input type="text"/>
E-Mail Address	<input type="text"/>		

- When you login, you will land on the "Students" tab. To add a New Student, click on the "Add Student" tab.
- Enter required necessary information.
  - In the SSN field, can enter the student's SSN or VA DMV ID Number.
- Click on the Create Account Button.

# See Students Assigned to you






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### Student Tracking

Search:  Search Use an asterisk (\*) for spaced values, like new\*york.

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	First Name	Last Name	Application Date	Application Status
 View	Shannon	Webster	01/21/2017	Awaiting Candidate Information
 View	Test	User11	N/A	N/A
 View	Mitch	Melis	N/A	N/A
 View	Franny	Rockstar	N/A	N/A

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- After adding a student, you will return to the Students tab. There you can see all your students.
- Click the View Button next to the student you wish to administer.

# Add Student to Program/Course

**Profile Summary**

Name	Franny Rockstar
Address	600 Main St Richmond, VA 23219
Phone	(614)777-6876 ~ (614)777-6876 ~ (614)777-6876
Username	rockon@yahoo.com

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**Student Tracking** [Event History](#)

[NEW COURSE](#)

Location:

School:

Course Type:

Registration Date:

(mm/dd/yyyy)

- Select New Course from the Student Tracking panel
- Panel will open to show your state and school.
- Select the Course Type the Student is enrolled in:
  - The list of courses is defined as those the Board has deemed necessary for student hours to be tracked.
- Select the Registration Date (The date the student enrolled in the program at the school)

# Add an Event:

Student Tracking			
NEW COURSE			
Last 30 Days			
Registered	Location	Course Type	Total Hours
01/02/2017	1205001117	<a href="#">Esthetician</a>	60hrs

**Location:** The License Number or School ID defined by the Commonwealth of VA

- Click on the course type name to add an event
- To add Education Hours, enter the course name the hours apply to, the number of hours, and the start and end date in which the hours are completed.
- For Transfer Hours, enter the number of eligible hours the student has transferred into the school.
- All other events require an event date.

### Current Event Types:

- Education Hours
- Transfer of Hours
- Leave of Absence
- Terminated
- Transfer to New School
- Referred for Testing
- Course Completion

Student Tracking			
NEW COURSE			
Last 30 Days			
Registered	Location	Course Type	Total Hours
01/02/2017	1205001117	<a href="#">Esthetician</a>	0hrs

Date	Course Name	Event Type	Hours
<b>NEW EVENT</b>			
Course Name:		<input type="text"/>	
Event Type:		Education Hours <input type="button" value="v"/>	
Number of Hours:		<input type="text"/>	
Start Date:		<input type="text"/> <input type="button" value="calendar"/>	
		<small>(mm/dd/yyyy)</small>	
Completion Date:		<input type="text"/> <input type="button" value="calendar"/>	
		<small>(mm/dd/yyyy)</small>	
<input type="button" value="Add Event"/>			

# Summary of Course Information

Student Tracking		Event History	
<b><u>NEW COURSE</u></b>			
<b>Last 30 Days</b>			
Registered	Location	Course Type	Total Hours
01/02/2017	1205001117	<u>Esthetician</u>	60hrs
Date	Course Name	Event Type	Hours
01/02/2017 - 01/31/2017	Fundamentals of Cosmetology	Education Hours	30
02/01/2017 - 02/28/2017	Hair Cutting 101	Education Hours	30
<b><u>NEW EVENT</u></b>			

- The Education Hours/Transfer Hours will total at the top of the panel.
- When the student completes the course and the event of “Course Completion” is entered, the student can apply for the exam.
- The application process will verify that the requisite number of hours is completed as part of the verification process.