

# Dual Certification

## Step 1

To find a teacher certified in Biology and Chemistry at the High School Level, begin by clicking the box next to the words **Match All**.

The screenshot shows a web browser window with the address bar displaying [https://schoolapp.wnyric.org/ats/employer/emp\\_frame?cookiebest=Y](https://schoolapp.wnyric.org/ats/employer/emp_frame?cookiebest=Y). The page title is "SearchSoft - WNY Schools - Employer Frame - Microsoft Internet Explorer". The main content area is titled "Certifications" and contains the following text:

You can search for applicants based on which certifications they hold or will soon hold. If you wish to perform a search based on certifications, you may enter criteria for a single search field or any combination of fields. Selecting multiple certifications will search for applicants who have any one of the selected certifications.

**Certification Status**

Certificate of Qualification (CQ)  
Conditional Provisional (COND)  
Incidental Teaching (INC)  
Initial (INIT)

You may select more than one.  
[Click here for help with select boxes](#)

Alabama  
Alaska  
Arizona  
Arkansas

You may select more than one.  
[Click here for help with select boxes](#)

**Match All**  
Biology & Gen Sci 7-12 (5020)  
Biology & Gen Sci 7-9 Ext (5022)  
Biology 5-6 Ext (5011)  
Biology 7-12 & 5-6 Ext (5417)  
Biology 7-12 (5010)  
Biology Grades 5-9 (4014)  
Biology Grades 7-9 Ext (4046)  
Bldg Aud Vis Coord (2034)

You may select more than one.  
[Click here for help with select boxes](#)

**Education Information**

To search for applicants who attended a specific college, first select the state in which the college is located. Doing so will display a list of the colleges within that state.

Entering a major searches for applicants who chose the selected major. For example, if you were to search for "Computers", the system would search for applicants with that exact word--Computers--entered in as their major. It would not return individuals who have a major in Computer Science. The best way to use the major searching field is by using wild cards in your search. If you wanted an applicant who majored in something to do with computing, you could enter "computer\*" so that the system would return an applicant who had a major with the word "computer" somewhere in it. Use the same method in order to search for minor.

If you wish to search for applicants based on their GPA's, enter the minimum acceptable GPA and the system will search for applicants who earned that GPA or higher.

A green arrow points to the "Match All" checkbox in the "Certification Status" dropdown menu.

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## Step 2

Use the **CTRL** key and a left-mouse click to select multiple areas of certification.

The screenshot shows a web browser window titled "SearchSoft - WNY Schools - Employer Frame - Microsoft Internet Explorer". The address bar shows the URL: [https://schoolapp.wnyric.org/ats/employer/emp\\_frame?cookiebest=Y](https://schoolapp.wnyric.org/ats/employer/emp_frame?cookiebest=Y). The page content is titled "Certifications" and includes the following sections:

- Certification Status:** A dropdown menu with options: Certificate of Qualification (CO), Conditional Provisional (COND), Incidental Teaching (INC), and Initial (INIT). Below the menu, it says "You may select more than one" and provides a link: [Click here for help with select boxes](#).
- State:** A dropdown menu with options: Alabama, Alaska, Arizona, and Arkansas. Below the menu, it says "You may select more than one" and provides a link: [Click here for help with select boxes](#).
- Certification Type:** A multi-select dropdown menu. The "Match All" option is checked. Other visible options include: Biology & Gen Sci 7-12 (5020), Biology & Gen Sci 7-9 Ext (5022), Biology 5-6 Ext (5011), Biology 7-12 & 5-6 Ext (5417), Biology 7-12 (5010), Biology Grades 5-9 (4014), Biology Grades 7-9 Ext (4046), and Bldg Aud Vis Coord (2034). Below the menu, it says "You may select more than one" and provides a link: [Click here for help with select boxes](#).

A large green arrow points from the right side of the screen towards the Certification Type dropdown menu. Below the Certifications section is the "Education Information" section, which includes instructions on how to search for applicants based on college, major, and OPA.

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## Step 3

Scroll to the top or bottom of the page and click **SUBMIT**.

**SUBMIT**

## Step 4

View the results.

**Finished:** Now use the **View/Edit** button to open an application; click - **refine this search** to further define your applicants, or **save the search for future use**.

Activation Date	Applicant Status
02/14/2006	New
01/06/2006	New
11/12/2005	New
06/07/2006	New
12/18/2005	New