



Adding Certs/Licenses

1. Navigate to the **Master Data / Cert/License** menu.
2. Select the appropriate **Cert Type Cd.**
3. Select the **Add** button.
4. Enter the **Cert/License Name** and **Cert/License Desc.**
5. Select the **Add** button to complete the process.

Certification and Licensing must be established prior to completing several processes in DPAS such as adding or updating an Operator/Technician and Work Plan Detail.

Search Criteria	
Cert Type Cd	C-Certification <input type="button" value="v"/>
i Cert/License Name	<input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>	

Add	
*Cert Type Cd	C-Certification <input type="button" value="v"/>
*Cert/License Name	ASE- MED-HVY TRK DSL TECH
Cert/License Desc	ASE-CERTIFIED MEDIUM-HEAVY TRUCK TECHNICIAN - DIESEL ENGINES
<input type="button" value="Add"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

The options for the Certification Type Code are:

- **C - Certification** - proof that a person has received accredited training (i.e., ASE Certified Diesel Mechanic)
- **L - License** - proof that a person is legally allowed to operate vehicle/machinery (i.e., a license to drive a semi-truck, or operate a piece of heavy machinery)

The **Cert Type Cd** and **Cert License Name** combination must be unique within the Maintenance Activity.





Updating/Deleting Certs/Licenses

When conducting a search you may not select both the **Cert Type Cd** and **Cert/License Name** at the same time. You may leave both fields blank, or choose one or the other.

1. Navigate to the **Master Data / Cert/License** menu.
2. Select the appropriate **Cert Type Cd**.
3. Select the **Search** button.
4. The **Search Results** page displays. Select the *Update* hyperlink to revise a Cert/License, or the *Delete* hyperlink to remove a Cert/License.
5. If Updating: Enter your changes and select the **Update** button.
6. If Deleting: Verify Cert/License data to delete and select the **Delete** button.

Search Criteria			
Cert Type Cd	L-License	Cert/License Name	
Search Results			
Update	Delete	Cert Type Cd	Cert/License Name
Update	Delete	L - License	COMM DRIVERS LICENSE
Update	Delete	L - License	OSHA PIT CERTIFICATION
<input type="button" value="Add"/> <input type="button" value="Cancel"/>			

If the Certification/License is associated to an Operator/Technician, Work Plan, or an asset profiled for maintenance, it cannot be deleted.

