Training Certificate Submittal Requirements

Precertification Work Categories with Training Requirements

There are several standard precertification work categories for which the certification requirements include completion of one or more specific training courses. For these work categories, the applicant is required to submit proof that the training requirements listed for the work category have been met. Acceptable proof that the training has been completed is the training certificate or other documentation issued by the entity that provided the training.

Refer to the list of Precertification Work Categories to see the specific training requirements that are included in each of the following work categories:

- 3.7.1 – Traffic Operational Analysis
- 4.7.1 – Traffic Safety Analysis
- 6.1.1 – Routine Bridge Inspection Team Leader
- 6.1.2 – Routine Bridge Inspection Project Manager
- 6.2.1 – Complex Bridge Inspection Team Leader
- 6.2.2 – Complex Bridge Inspection Project Manager
- 6.3.1 – Tunnel Inspection Team Leader
- 6.3.2 – Tunnel Inspection Project Manager

Instructions for Submitting Training Certificates

When an individual applies for precertification in one of the categories listed above, the training certificate(s) must be submitted by uploading the certificates into CCIS when the precertification application is submitted. If the training certificates are not uploaded, then precertification in that category will be denied.

File Format for Training Certificate

For work categories that include completion of specific training in the certification requirements, each training certificate must be uploaded into CCIS as a separate PDF file.

Do not:
- upload multiple training certificates in a single PDF file.
- upload training certificates for courses that are not specifically required in the work category.

File Naming Convention for Training Certificate

The PDF file must be named according to the following naming convention:
Applicant's last name, Applicant's first name, work category number, and date of training (YYYY-MM-DD).

For example, if Mr. Albert Alligator is applying for precertification in work category 4.7.1, and he completed the required training on January 10, 2024, the submitted training certificate will have the following name:
Alligator.Albert.4.7.1.2024-01-10.PDF

Electronic Submittal of Training Certificates

Training certificates for an employee must be submitted electronically by uploading the certificates into CCIS. When a precertification for one of the categories listed above is added for an employee, an "upload certificate" dialog box will appear. Upload each required training certificate as a separate file before submitting the precertification using CCIS for TxDOT review.