

# Training Certificate Submittal Requirements

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## 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 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 on the same day in which the precertification application is submitted. If the training certificates are not received, 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 submitted as a separate PDF file.

#### Do not:

- submit multiple training certificates in a single PDF file.
- submit 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, 2023, the submitted training certificate will have the following name:

Alligator.Albert.4.7.1.2023-01-10.PDF

## Electronic Submittal of Training Certificates

Training certificates for each individual applicant must be submitted electronically via email to both of the following email addresses:

[PEPS\\_CCIS\\_Precert@txdot.gov](mailto:PEPS_CCIS_Precert@txdot.gov)

[Paula.McGinley@txdot.gov](mailto:Paula.McGinley@txdot.gov)

The subject line of the email should include the text “training certificate” and the last name and first name of the applicant. For example, to submit the PDF file shown in the previous section, the subject line of the email should be:

Training Certificate-Alligator, Albert

The body of the email should, at a minimum, list the work category number(s) and the title of the training completed for each work category.

If the individual is applying for precertification in multiple work categories that require submittal of training certificates, more than one PDF file may be attached to the submittal email.

Do not submit certificates for multiple individuals in a single email.