

## Guidance for Precertification

A firm must be precertified prior to pursuing a professional services contract with TxDOT. Firms must apply for precertification. TxDOT's precertification process is outlined in the [Texas Administrative Code Title 43, Part 1, Chapter 9, Subchapter C, Rule 9.33](#).

Precertification is granted to employees and extended to the firm. It is the firm's responsibility to submit precertification applications and manage existing precertifications in TxDOT's Consulting Certification Information System (CCIS).

### Register your firm in CCIS

Complete the New User firm registration found on the [CCIS login screen](#).

### Identify your employee's field(s) of expertise

Review TxDOT's list of [Precertification Work Categories](#) to identify which work categories match the previous project history of each of your employees. Each employee seeking approval in a work category must meet all requirements listed for that work category.

### Complete the Precertification Application Form

The [application form](#) must be completed by the employee seeking precertification status.

### Enter the data collected on the application form into CCIS

Once the application form is complete, the assigned Vendor Contact from the firm must enter the data and submit new precertification requests in TxDOT's CCIS system.

Helpful tips:

- All data from the application must be input into CCIS. Each employee may have multiple project records, multiple certification records, and multiple precertification records depending on their experience and qualifications.
- Follow the instructions on our [Vendor Contact CCIS Job Aid](#) when submitting an application for review. Items marked with an asterisk\* are required when submitting a precertification application.

### Application review and completion

While TxDOT makes the best effort to complete all reviews within 21 days, firms must allow Review Officers 60 days to complete their review of each precertification application.

Once the Review Officer has completed their review, the firm will receive an email notice with the decision.

- If approved, the firm is now precertified in that work category, and the precertified employee may be listed in responses to solicitations as a Task Leader in their approved work categories.
- If denied, a denial comment with an explanation will be included. The firm may reapply after addressing any deficiencies specified in the denial comments.

### Resources

Additional details may be found on [TxDOT's Become precertified](#) webpage. All questions may be directed to the [Precertification Manager](#).