

Guidance for Entering Personal Certification in the Consultant Certification Information System (CCIS)

This guidance was developed to assist users on how to enter employee's personal certifications into CCIS.

This guidance includes step-by-step instructions on entering licensure, degrees, and required training.

Add Certification

Employee
00036611

1 Work Category
--None--

2 Degree Type

3 Training Type

4 Certification Training Date

5 Personnel/Laboratory Certification Type
--None--

6 Issue Date

7 Expiration Date

8 Employee Certification Number

9 Issuing Agency Name

10 Completion Date

Next

Employee Certification: Licensure (Licensure for PE, RPLS, RA, and RLA)

1. Work Category – “None”.
2. Degree Type – Enter the degree (ex. BS, MS, PHD, etc.)
3. Training Type – Enter training field (ex. engineering, surveying, architecture, etc.)
4. Certification Training Date – Enter the degree completion date (MM/DD/YYYY)
5. Personnel/Laboratory Certification Type - select from the dropdown (ex. 100000 = PE)
6. Issue Date - Enter the License/Registration issuance date (MM/DD/YYYY)
7. Expiration Date - Enter License/Registration expiration date (MM/DD/YYYY)
8. Employee Certification Number – Enter the license/registration number that was issued by the appropriate PE, RPLS, RA, or RLA board.
9. Issuing Agency Name – Enter name of the agency that issued the license/registration (ex. TBPELS, TBAE, Florida PE board)
10. Completion Date – Leave this field blank.

Note:

You are not required to upload copies of your license/registration certificate.

Add Certification

Employee
00036611

1 Work Category
--None--

2 Degree Type

3 Training Type

4 Certification Training Date

5 Personnel/Laboratory Certification Type
--None--

6 Issue Date

7 Expiration Date

8 Employee Certification Number

9 Issuing Agency Name

10 Completion Date

Next

Employee Certification: Degree (Degree)

1. Work Category – “None”.
2. Degree Type – Enter the degree (ex. BS, MS, PHD, etc.)
3. Training Type – Enter field of study (ex. urban planning, history, archaeology)
4. Certification Training Date – Enter the graduation date (MM/DD/YYYY)
5. Personnel/Laboratory Certification Type - Leave this field blank
6. Issue Date - Leave this field blank
7. Expiration Date - Leave this field blank
8. Employee Certification Number – Leave this field blank
9. Issuing Agency Name – Enter name of the university/school that gave the degree (ex. Texas A&M University)
10. Completion Date – Leave this field blank.

Note:

You are not required to upload copies of your diploma or transcripts.

Add Certification

Employee
00036611

1 Work Category
--None--

2 Degree Type

3 Training Type

4 Certification Training Date

5 Personnel/Laboratory Certification Type
--None--

6 Issue Date

7 Expiration Date

8 Employee Certification Number

9 Issuing Agency Name

10 Completion Date

Next

Employee Certification: Required Training – Categories 3.7.1 and 4.7.1

1. Work Category – Use the dropdown to choose work category 3.7.1 or 4.7.1
2. Degree Type – Leave this field blank
3. Training Type – Enter the name of the training course (ex. HCM/HCS, NHI 380100, VISSIM Advanced)
4. Certification Training Date – Leave this field blank
5. Personnel/Laboratory Certification Type - leave this field blank
6. Issue Date - Leave this field blank
7. Expiration Date – Leave this field blank
8. Employee Certification Number – Leave this field blank.
9. Issuing Agency Name – Enter name of the agency that provided the training (ex. National Highway Institute (NHI), McTrans, Cubic Trafficware, PTV)
10. Completion Date – Enter the date on which the training course was completed (MM/DD/YYYY)

Notes:

- You are required to upload a PDF copy of your training certificates or other proof of training completion.
- Training for these categories must be repeated every five years and updating the certification information, including entering a new completion date and uploading new training certificate/documentation, is required.

Add Certification

Employee
00036611

1 Work Category
--None--

2 Degree Type

3 Training Type

4 Certification Training Date

5 Personnel/Laboratory Certification Type
--None--

6 Issue Date

7 Expiration Date

8 Employee Certification Number

9 Issuing Agency Name

10 Completion Date

Next

Employee Certification: Required Training – Categories 6.1.1, 6.1.2, 6.2.1, 6.2.2, 6.3.1, & 6.3.2

1. Work Category – Use the dropdown to choose work category 6.1.1, 6.1.2, 6.2.1, 6.2.2, 6.3.1, or 6.3.2
2. Degree Type – Leave this field blank
3. Training Type – Enter the name of the training course (ex. NHI 130055, NHI 130056, NHI 130078, NHI 130110)
4. Certification Training Date – Leave this field blank
5. Personnel/Laboratory Certification Type - leave this field blank
6. Issue Date - Leave this field blank
7. Expiration Date – Leave this field blank
8. Employee Certification Number – Leave this field blank.
9. Issuing Agency Name – Enter name of the agency that provided the training (ex. National Highway Institute (NHI))
10. Completion Date – Enter the date on which the training course was completed (MM/DD/YYYY)

Note:

You are required to upload a PDF copy of your training certificate(s) or other proof of training completion.