

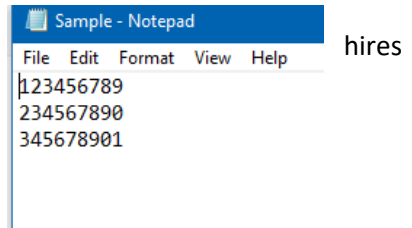
# Identifying Teacher Incentive Allotment Designated Teachers

## Educator Certification Online System (ECOS) Certification Report

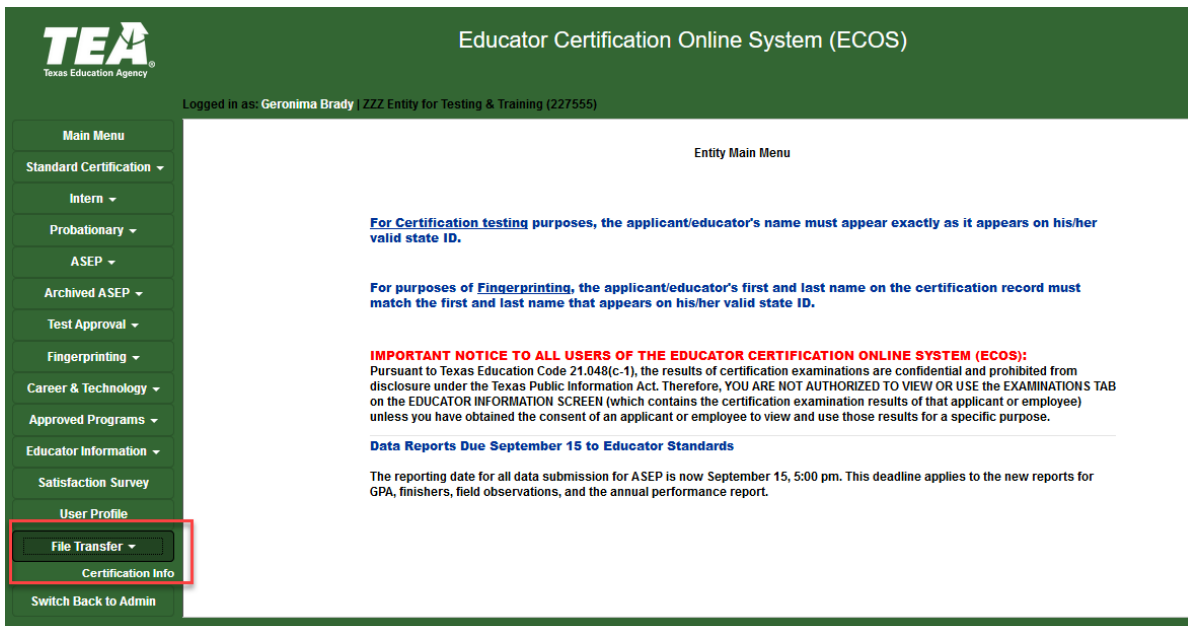
1. Determine who in your district has [TEAL access](#), specifically entity access for the ECOS (Educator Certification Online System) application. This will likely be a Human Resources administrator or Certifications Officer. If you are not sure who to contact, [you can request a new entity ECOS account through TEAL](#) with Superintendent approval. If you have trouble creating a new account, please submit a [Help Desk](#) ticket. If you require expedited access, and do not receive a response to your Help Desk request within 2 business days, please email [tia@tea.texas.gov](mailto:tia@tea.texas.gov).

2. Create a text or CSV file of SSNs or TEA IDs for any new designated teachers or teachers who may have a TIA designation.

\*Enter one SSN per line. Do not include hyphens or any additional information.



3. Once you have access to the ECOS application, select File Transfer from the left menu.



**TEA**  
Texas Education Agency

Educator Certification Online System (ECOS)

Logged in as: Geronima Brady | ZZZ Entity for Testing & Training (227555)

Main Menu

Standard Certification ▾

Intern ▾

Probationary ▾

ASEP ▾

Archived ASEP ▾

Test Approval ▾

Fingerprinting ▾

Career & Technology ▾

Approved Programs ▾

Educator Information ▾

Satisfaction Survey

User Profile

File Transfer ▾

Certification Info

Switch Back to Admin

Entity Main Menu

**For Certification testing purposes, the applicant/educator's name must appear exactly as it appears on his/her valid state ID.**

**For purposes of Fingerprinting, the applicant/educator's first and last name on the certification record must match the first and last name that appears on his/her valid state ID.**

**IMPORTANT NOTICE TO ALL USERS OF THE EDUCATOR CERTIFICATION ONLINE SYSTEM (ECOS):**  
Pursuant to Texas Education Code 21.048(c-1), the results of certification examinations are confidential and prohibited from disclosure under the Texas Public Information Act. Therefore, YOU ARE NOT AUTHORIZED TO VIEW OR USE the EXAMINATIONS TAB on the EDUCATOR INFORMATION SCREEN (which contains the certification examination results of that applicant or employee) unless you have obtained the consent of an applicant or employee to view and use those results for a specific purpose.

**Data Reports Due September 15 to Educator Standards**

The reporting date for all data submission for ASEP is now September 15, 5:00 pm. This deadline applies to the new reports for GPA, finishers, field observations, and the annual performance report.

## Certification Info

Certification Info

<b>Educator Identifier</b>	<b>File Type Requested:</b>	<b>Certification Info Requested:</b>	
: <input type="text" value="SSN"/>	<input type="text" value="csv"/>	<input type="text" value="Certification and"/>	Only one option

Upload File Status

Click Browse to Select File to Upload (All uploads must be in CSV (Comma Separated value) (or) txt format)

Name	Size	Progress	Status	Actions
<div style="border: 1px solid red; display: inline-block; background-color: #006633; color: white; padding: 5px 15px; border-radius: 3px;">Browse...</div>				

Upload File Status

Uploaded by	Upload Date/Time	Upload Processed	Upload File	Result File	Status
geronima.brady	4/14/2020 9:55:59 AM	4/14/2020 9:56:00 AM	Test.csv	<a href="#">Educator Cert Inquiry Result 04142020 095559.csv</a>	Completed
geronima.brady	2/27/2020 12:53:16 PM		2k TEA ID.txt (Invalid)		Failed to Process
geronima.brady	10/29/2019 8:50:47 AM		Test.csv (Invalid)		Failed to Process

4. Select SSN or TEA ID as the Educator Identifier.
5. Select csv as the File Type Requested. Certification Info requested only allows one option.
6. Click Browse to upload your text or csv file containing teacher SSNs.
7. Once the file is uploaded, you can view and download the results. Results will display for seven days.
8. If a teacher has a designation, the level of designation and expiry date will appear in Columns AC and AD