



## EMAT Training Certification Form

Local educational agency (LEA) staff member(s) responsible for ordering instructional materials are required to complete TEA-developed training in using EMAT, the state's ordering system, per [Texas Administrative Code §66.107 \(d\)](#).

New instructional materials coordinators must review all content related to [EMAT Training](#) before ordering access is granted. EMAT training includes:

- [Requisitions](#)
- [Disbursements](#)
- [Accessible Instructional Materials](#)
- [Freight Funding Process](#)

After carefully reviewing the content on each EMAT training page, electronically complete and sign this form.

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I certify that I have reviewed all required EMAT training content to gain ordering access to the EMAT system.

EMAT User: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

LEAs should maintain documentation of the completion of the required training at the local level; **do not** submit this form to TEA.

Once EMAT training has been completed and documented per LEA guidance, apply for EMAT access through [TEAL](#).

For more information, view [EMAT Overview and Training](#).