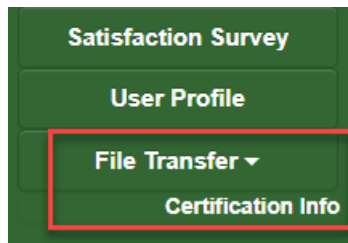


## File Transfer for Certification Information for ECOS for Entities users

Authorized **ECOS for Entities** users can upload a file to obtain certification information. Users create a .csv or .txt file containing either TEA IDs or Social Security Numbers, and upload the file to retrieve certification information. This system can process up to 5,000 records at a time, but will be increased to 20,000 in August 2021.

To use this feature, the user must log into their TEAL account, then go to ECOS for Entities. On the left side, there is a menu option called **File Transfer**. Clicking this option expands the menu. Select **Certification Info**.



On the screen, you will need to make selections prior to uploading your .csv or .txt file.

Certification Info

**Certification Info**

**Educator Identifier :**  **File Type Requested:**  **Certification Info Requested:**

**Upload Instructions**

- Maximum file size allowed is 50,000 records. Files with 5,000 records is the limit for immediate processing. Files with more than 5,000 records will be processed by an overnight batch process.
- Only valid educator identifiers that have existing certifications are returned in the Result File.
- Files uploaded with TEA IDs will receive masked SSNs (\*\*\*\*\*) in the Result File.
- Result File(s) will be available for seven days.

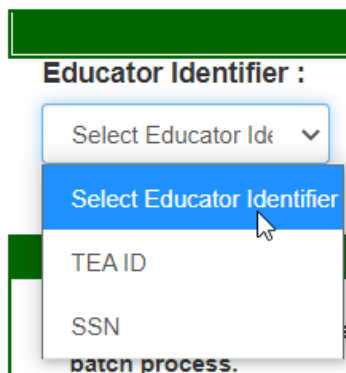
**Click Browse to Select File to Upload (All uploads must be in CSV (Comma Separated value) (or) txt format)**

| Name                                     | Size | Progress | Status | Actions |
|--|------|----------|--------|---------|
| <input type="button" value="Browse..."/> |      |          |        |         |

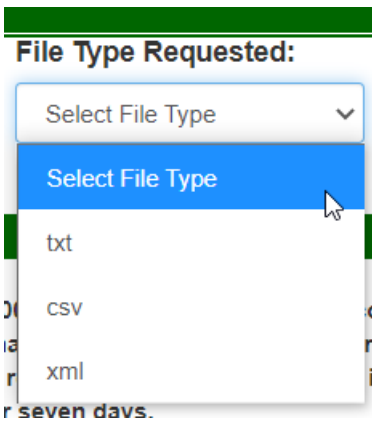
**Upload File Status**

| Uploaded by | Upload Date/Time | Upload Processed | Upload File | Result File | Status |
|-------------|------------------|------------------|-------------|-------------|--------|
|-------------|------------------|------------------|-------------|-------------|--------|

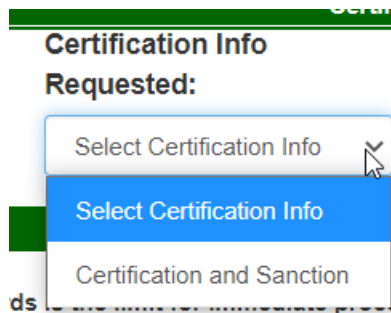
Select the educator identifier you are uploading.



Select the file type you would like for your results.



Select "Certification and Sanction" for Certification Info Requested.



Browse for the file to upload.

Certification Info

| Certification Info   |   |   |
|--|---|---|
| <b>Educator Identifier :</b><br><input type="text" value="SSN"/> | <b>File Type Requested:</b><br><input type="text" value="csv"/> | <b>Certification Info Requested:</b><br><input type="text" value="Certification and Sanction"/> |

**Upload Instructions**

- Maximum file size allowed is 50,000 records. Files with 5,000 records is the limit for immediate processing. Files with
- Only valid educator identifiers that have existing certifications are returned in the Result File.
- Files uploaded with TEA IDs will receive masked SSNs (\*\*\*\*\*) in the Result File.
- Result File(s) will be available for seven days.

**Click Browse to Select File to Upload (All uploads must be in CSV (**

| Name                                     | Size | Progress |
|--|------|----------|
| <input type="button" value="Browse..."/> |      |          |

Upload the file.

| Click Browse to Select File to Upload (All uploads must be in CSV (Comma Separated value) (or) txt format) |        |  |        |   |
|--|--------|--|--------|---|
| Name   | Size   | Progress   | Status | Actions   |
| data.csv   | 54,901 | <div style="width: 0%; height: 15px; background-color: #ccc;"></div> |        | <input type="button" value="Upload"/> <input type="button" value="Cancel"/> <input type="button" value="Remove From View"/> |

When successfully uploaded, retrieve your result file.

| Click Browse to Select File to Upload (All uploads must be in CSV (Comma Separated value) (or) txt format)  |        |   |                              |   |
|---|--------|---|------------------------------|---|
| Name  | Size   | Progress  | Status                       | Actions   |
| data.csv  | 54,901 | <div style="width: 100%; height: 15px; background-color: #007bff;"></div> | ✓ File Successfully uploaded | <input type="button" value="Upload"/> <input type="button" value="Cancel"/> <input type="button" value="Remove From View"/> |
| <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Upload Information</b> ⓘ</p> <p>Total records retrieved is 13163</p> </div>                 |        |   |                              |   |
| <div style="border: 1px solid #007bff; padding: 5px; background-color: #e6ffe6;"> <p>Successfully uploaded <b>4999 out of 4999 records</b></p> </div> |        |   |                              |   |

| Upload File Status |                      |                      |             |  |           |
|--------------------|----------------------|----------------------|-------------|--|-----------|
| Uploaded by        | Upload Date/Time     | Upload Processed     | Upload File | Result File  | Status    |
| entity.user        | 7/8/2021 10:51:35 AM | 7/8/2021 10:51:42 AM | data.csv    | <a href="#">Educator_Cert_Inquiry_Result_07082021_105135.csv</a> | Completed |

The results file currently contains 28 columns, but two new columns will be added on August 24, 2021, with a system update.

The two new columns (Teacher Designation, Designation Expiry Date) relate to teacher designations given under the [Teacher Incentive Allotment](#) program.

The Result File will produce the following columns and associated data.

1. TEA ID
2. SSN
3. First Name
4. Middle Name
5. Last Name
6. Suffix
7. Gender
8. Ethnicity
9. Ethnicity Description
10. Standard Code
11. Program Pot Code
12. Field Code
13. Cert Lil Code
14. Cert Level

15. Section Desc
16. Cert Desc
17. Grade Level
18. Type Description
19. Test Print
20. Cert Effective Date
21. Cert Expire Date
22. Cert Status Desc
23. Cert Typ Code
24. Cert Type
25. Sanction Type
26. Sanction Begin Date
27. Sanction End Date
28. Sanction Status
29. Teacher Designation\*
30. Designation Expiry Date\*

\*new columns

### Example result files

For your convenience and planning, we have created sample result files here:



Educator\_Cert\_Inquiry  
\_Result\_06242021\_231



Educator\_Cert\_Inquiry  
\_Result\_06242021\_231



Educator\_Cert\_Inquiry  
\_Result\_06242021\_231