



Precertification Program Update

2022 PEPS Conference

Stacy W. James, P.E.

November 30, 2022



- 1 • What is Precertification?
- 2 • Precertification Program Updates
- 3 • Program Statistics
- 4 • Project Timeline
- 5 • Application Tips
- 6 • Resources
- 7 • Reminders
- 8 • Questions and Discussion

What is Precertification?



A vital part of the PEPS contracting program

A requirement for task leaders of standard work categories

An acknowledgement that minimum qualifications were met

A way to verify qualifications outside of the selection process



Defined in 43 TAC §9.33



TxDOT defines standard work categories



Individuals apply for precertification



Firm is precertified by extension



TxDOT must maintain a precertification website



Standard Work Categories



Define the type of work

Define minimum qualifications

Are listed in the solicitation

Must have precertified task leaders



Example of a Standard Work Category

Category

- 12.1.3 – Materials Engineering



Category Description

- This category includes materials engineering for roadway and bridge construction materials

Certification Requirements

- The firm must employ one Professional Engineer with a minimum of three years of experience in testing roadway and bridge construction materials

Precertification Program Updates



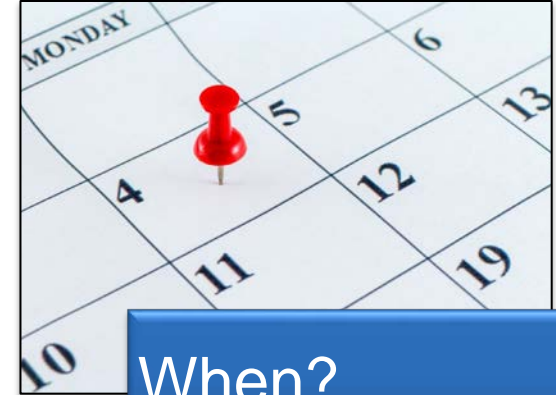
Why?

- To meet the needs of more TxDOT program areas



What?

- Add new work categories for these program areas



When?

- Use begins in Wave 2 (Dec. 2022)



Program Growth



86 new work categories



6 new work groups

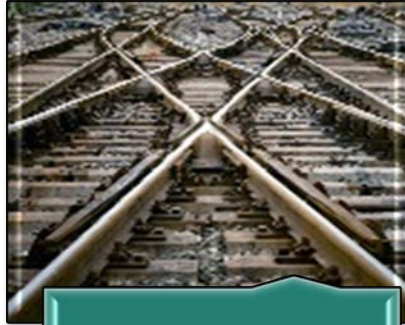


Over 110 review officers

Precertification Program Updates



New Program Areas



Rail systems



Marine vessels & facilities



Right of Way



OVTI



Engineering management



O&M of alt. delivery



More Space

Up to 20 Projects

New field for project description

New field for category description

Program Statistics



40,104 total
precertifications



811 active
firms



9251 precertified
individuals



388 applications
pending review



1661 approved precertifications



273 applications pending review



3 new categories with no approvals

Statistics for New Categories

Project Timeline

Implementation Timeline



March 2022

- New categories became available in CCIS

August 2022

- Providers were notified of the implementation date

December 2022

- Use of the new categories will begin in FY 2023, Wave 2



Application Tips



Submit applications in CCIS



Use the PDF application form as a tool to help gather your information



Focus on the specific work in the category and the requirements



Describe what you personally did on the project





Read the instructions



When you are ready to submit, make sure you hit “Send Notification” **twice**

If approved:



For each category, CCIS will show approved or denied

If denied, you can:



- Request clarification of the reason for denial
- Update your application and reapply

Resources



Precertification webpage:

- <https://www.txdot.gov/business/peps/become-precertified.html>



CCIS User Guide

- <https://www.dot.state.tx.us/des/ccis/userguide.pdf>



Precertification FAQ

- <https://www.txdot.gov/business/peps/become-precertified/precertification-faqs.html>



For general questions about precertification:

- PEPS_COE_Process@txdot.gov



For CCIS questions & application status questions:

- PEPS_CCIS_Precert@txdot.gov



[Home](#) / [Business](#) / [Engineering, architectural, and surveying consultants](#)

Become precertified

A firm must be precertified prior to being awarded a professional services contract with TxDOT. Firms must apply for precertification. The precertification process is outlined in the [Texas Administrative Code \(TAC\)](#).

TAC rule

Obtain user ID

Precertification application is completed through our online database system, the Consultant Certification Information System (CCIS Online). You must first gain access to the system to apply for precertification.

To gain access to CCIS Online, you must complete the following steps.

1. Obtain a User ID for using CCIS by completing the following three forms:


- [CCIS user contact information sheet](#)
- [Request for external access to TxDOT information systems](#); form 1980
- [Information security compliance agreement](#); form 1828b

Scan the filled-out forms and combine them into one file. Please submit the completed file via [email](#).

2. Receive your assigned User ID (ACID) via email. Normal processing takes approximately ten days. The email will contain instructions for signing onto TxDOT's mainframe and CCIS Online. These instructions will include steps for obtaining your initial password and procedures for changing that password.

Pre-Cert Administrator

 peps_ccis_precert@txdot.gov

 [737-300-7161](tel:737-300-7161)

Contact info

CCIS User ID info



Prepare your application

The application is done completely online. Begin by gathering the information needed and use the following resources:

- [Application example](#)
- [Personal certification type](#)
- [Equipment type](#)
- [Work categories](#)

Application Info

Submit application through CCIS Online

1. Complete the web application in [CCIS Online](#).
2. Submit your application by selecting the "Send Notification" button, which notifies TxDOT that the application or update is complete.
3. TxDOT has 60 days to review your application after receipt of complete and accurate information. TxDOT will contact you when the precertification process is complete. You will be provided with a report of the outcome of the process.

Link to CCIS

Maintain precertification status

- [Update](#) your precertification information any time your firm or employer's information changes.
- Submit for [annual renewal](#) between Jan. 1 and March 31 of each year for your firm.

Updating CCIS Info

Annual Renewal

Reminders



Use of new
categories
begins in
December
2022



It may take up
to 60 days to
review
applications,
so apply now!



Annual
renewal is
required by
March 31
every year

Questions and Discussion



Stacy W. James

TxDOT – PEPS Division



Stacy.James@txdot.gov



512-416-2064