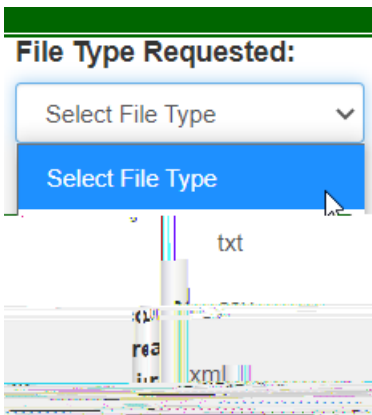


## File Transfer for Certification Information for ECOS for Entities users

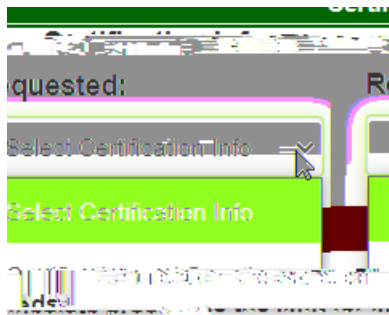
Authorized users can upload a file to obtain certification information. Users create a .csv or .txt file containing either TEA IDs or Social Security Numbers, and upload the file to retrieve certification information. This system can process up to 5,000 records at a time, but will be increased to 20,000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

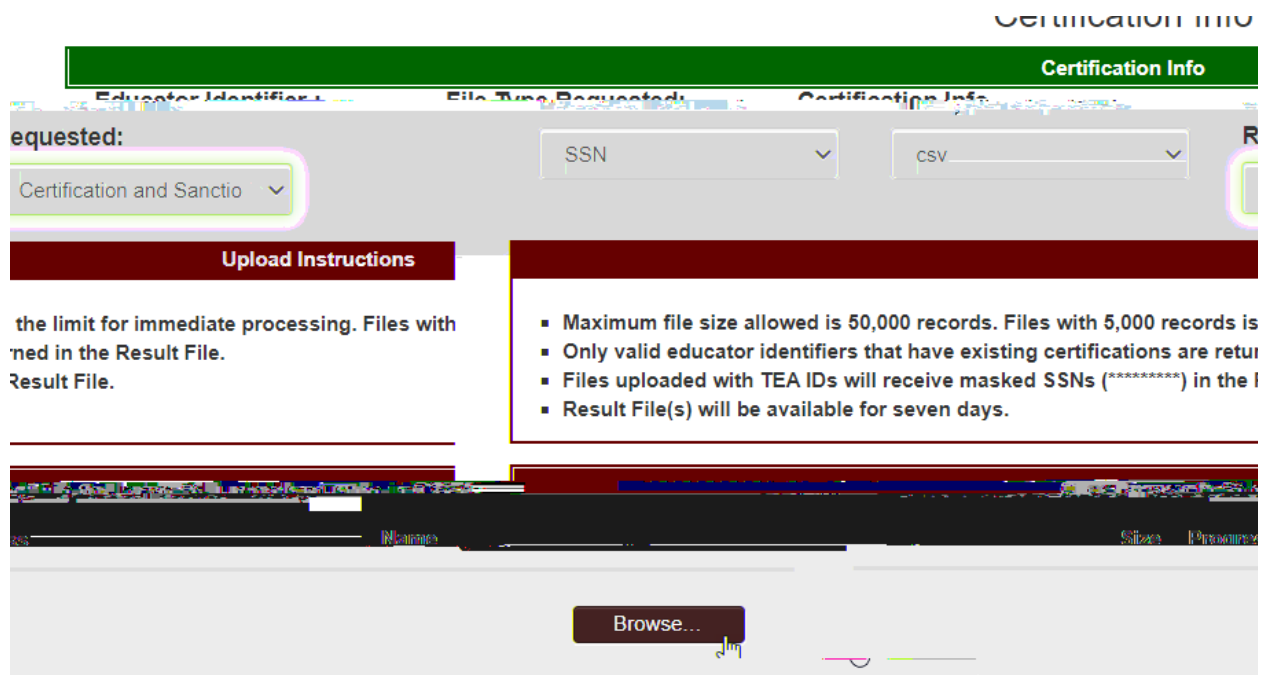
Select the file type you would like for your results.



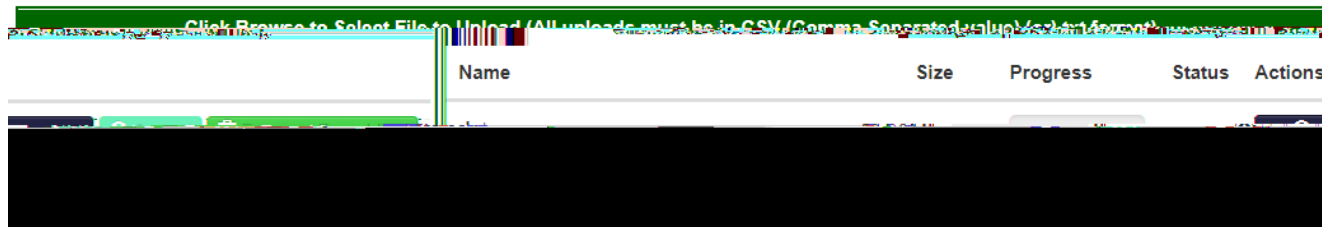
Select "Certification and Sanction" for Certification Info Requested.



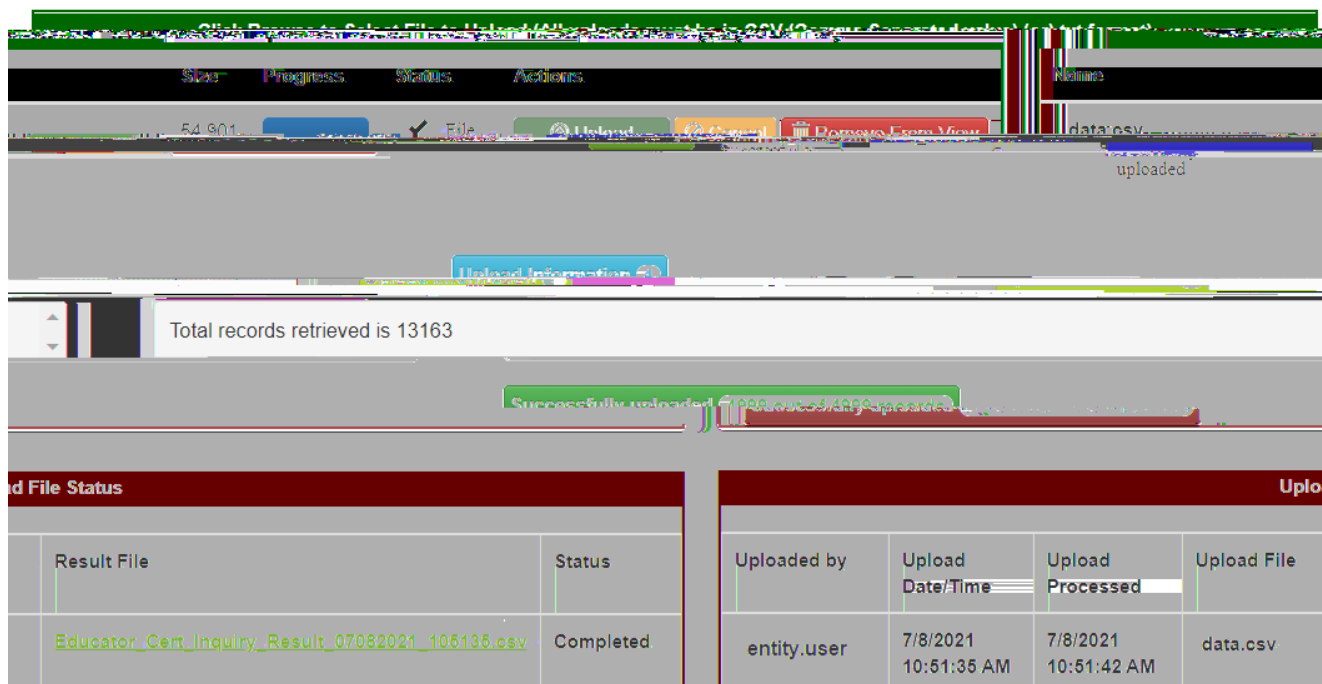
Browse for the file to upload.



Upload the file.



When successfully uploaded, retrieve your result file.



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: