1.0 Certification Nominee Process for TSDS Certification Training

TEA requires that any employee of an ESC wanting to be **newly (or first-time certification)** certified in any of the TSDS Support and Training areas (i.e. TIMS, Technical, UID, PEIMS, ECDS, studentGPS® Dashboard, RFT, SPPI-14, Classroom Roster, and TEAL) should be officially nominated by their Executive Director/Sponsor. Please see process outlined below:

1. Executive Director/Sponsor sends a nomination email for certification training for the identified employee(s) to the TSDS_Training@tea.texas.gov email box. The email should include the following completed table: (See Sample)

Nomination Table			
Employee Name(s)	**Jane Doe**		
Employee Email Address	janedoe@tea.tex.gov		
Organization Name	**ESC #**		
Should receive monthly FCN webinar invite?	**Y**		
Should receive FCN newsletter?	**Y**		
Should be listed as Champion on website?	**N**		
TIMS	**X**		
Technical	**X**		
Unique ID	**X**		
PEIMS	**X**		
ECDS	**X**		
studentGPS® Dashboard	**X**		
Residential Facility Tracker	**X**		
SPPI-14	**X**		
Class Roster	**X**		
TEAL	**X**		

2. Once the email is received, the TSDS Training Team will respond to the email within 24/48 business hours indicating the request has been received and processed. This email will also refer to the TSDS Training Calendar for the latest dates on upcoming certification trainings.
3. TEA will place the nominee(s) on the Nominee List. Training registration links (Once Available) will be sent to the nominees. **Note: Only individuals on the nominee list will receive the registration links for the upcoming trainings.**

Note for Level 2 Vendors: Currently the Executive Sponsor is designated as your listed Legal Authority on your organization's letter of intent. The Legal Authority can designate another person within their organization as an Executive Sponsor by emailing the TSDS Training email box.