



Adding Certification to Employment Record

1. LOG INTO THE EMPLOYEE SERVICE CENTER.

2. On the Certifications tab, click the **Add Texas Certification** button to display the Certification Details entry fields.

Area	Level	Type	Status	Issue Date	Expiration Date	Submitted On	Submitted Status	Approved By
English Language Arts and Reading/Social Studies	4-8	STANDARD	Valid	03-07-2018	08-31-2023			

Note : If you have added endorsements to your certification that are not listed here, please complete the Request to Add Certifications form found on [cfbisd.edu](https://cfbisd.edu/departments/administrative-support-services/human-resources/certification/) under Human Resources, Certification.

[Add Certification](#) [Renew Certification](#)

Support code: EmployeeCertificationDetails.jsp

3. In the List all new or renewed certification(s) panel, complete the **Level** and **Area** fields exactly as they appear on your certification.

List all new or renewed certification(s)

Level: EC-12

Area: English as a Second Language Supplement

Certification Status

Is this certificate application pending? Yes No

Attachment(s)

[Upload](#)

Drop files here

or use the Upload button to attach, up to 15 MB per file.

File Name Delete

[OK](#) [Cancel](#)



4..In the Certification Status panel, complete the **Is this certificate application pending?** field.

If you select "*No*", complete the following additional fields:

- **Lifetime Certificate** (The default selection is "*No*".)
- **Issued:** Enter the date the certificate was issued.
- **Expiration:** Enter the date the certificate expires. If you selected "*Yes*" in the Lifetime Certificate field, the default value of the Expiration field is "*[Open]*".

3. In the Attachment(s) panel, click Upload then click the **Choose File** button and locate/select your attachment. Repeat this step as necessary for additional attachments. An attachment is required.

4. When you have finished configuring certification details, click the **OK** button to submit the certification for verification by HR Staff.