

# Secondary Data Maintainer Certification Process

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The certification of an employee as a Secondary Data Maintainer (SDM) shall be based solely on their ability to understand, complete, and check mileposting. Therefore, the following process shall be followed for SDM certification:

## **I. Recommendation**

The first part of the SDM certification process is for an employee to be recommended by an existing SDM. This recommendation shall be based on the employee's understanding of the purposes and concepts of mileposting, and their ability to milepost routes of varying degrees of difficulty.

## **II. Mileposting**

Once nominated, the candidate will be given three routes of varying difficulty (easy, medium, and hard) to milepost. These routes will be checked by current SDMs who will be chosen at random (but will not include the SDM who recommended the candidate). The SDMs checking the routes will then attest to the candidate's ability to milepost routes and their attention to detail.

## **III. Checking**

Once nominated, the candidate will also be given two mileposted routes of varying difficulty to check. These routes will be reviewed by current SDMs who will be chosen at random (but will not include the SDM who recommended the candidate). The SDMs reviewing the routes will then attest to the candidate's ability to check mileposted routes and their attention to detail.

## **IV. Exam**

Following a favorable report of the candidate's mileposting and checking abilities by the SDMs who checked the routes in step 2 and 3, the candidate will then be eligible to take the SDM exam. A minimum score of 80% is required for passing, and the candidate, their supervisor(s), and their section head shall be notified in writing of the test results. Any candidate failing to pass the exam shall wait thirty (30) days prior to retaking the exam, but will not have to repeat steps 1, 2, or 3. The qualifications of any candidate failing to pass the exam after two attempts shall be reviewed. Once the exam is passed the candidate shall be given SDM privileges in TEAAS by a system administrator.