

**Texas Educational Support Staff Association, Inc.**

P. O. Box 1565  
Austin, TX 78767-1565

Staff Training for Effective Management (STEM)

**Certification Application**

The STEM program has been designed to stimulate professional development for support staff. Applicants must submit certification application in order to receive certification as a Certified Educational Office Professional (CEOP).

**Instruction**

1. A one-time application fee of \$20 must be paid before an individual receives certification.
2. Checks should be made payable to TESA.
3. Applicant must be a current member of TESA. Annual membership dues are \$25.
4. TESA Membership Form, Application Form, and fees are to be returned to address above.



Applicant's Name: \_\_\_\_\_  
(print)

Address: \_\_\_\_\_  
City Zip Code

Telephone Number: \_\_\_\_\_  
Office Home Fax

Email address: \_\_\_\_\_

Employed by \_\_\_\_\_ ESC # \_\_\_\_\_

**TESA Central Office does not maintain records for non-members. Please submit documentation for all coursework taken prior to membership in TESA.**

\_\_\_\_\_  
Applicant's Signature Date Supervisor/Administrator Signature Date

**Please complete form and make a copy for your files before mailing.**

**Date mailed \_\_\_\_\_ Check # \_\_\_\_\_**