

Texas Educational Support Staff Association, Inc.
Staff Training for Effective Management (STEM)

Course Documentation

Submit this form to:

TESA Central Office
P. O. Box 1565, Austin, TX 78767-1565
(512) 477-0724 Fax: (512) 477-1848

Name _____ Member # _____
(Please print)

Address _____

City _____ ZIP _____ - _____ ESC# _____

Office Phone (_____) _____ Fax (_____) _____

E-mail address _____

Name of course/program* _____ Number of clock hours _____

*This course must be a minimum of three clock hours on one job-related subject taught in a classroom setting by a qualified instructor. Attach a copy of the transcript, certification of completion or have the instructor sign this form.

Signature of Instructor

Date

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