

## STEM Check List

### Required Courses:

- \_\_\_\_\_ Basic Communication
- \_\_\_\_\_ Effective Office Practices
- \_\_\_\_\_ Interpersonal Communication
- \_\_\_\_\_ Managing Change
- \_\_\_\_\_ Professional Growth Plan (3 hour class)
- \_\_\_\_\_ Profile for Success

### Choose nine (9) hours of training from the following classes:

#### 3 hour classes

- Assertiveness Training
- Customer Service
- Dialogue of Diversity
- Leadership Training and Team Building
- Professional Image
- Rules for Spelling and Proofreading
- Stress Management
- Telephone Skills
- Time Management

#### 6 hour classes

- Agenda for Personal and Organizational Improvement
- Business Grammar and Letter Writing
- Conflict Management

### A minimum of eighteen (18) clock-hours of self-directed study\* meeting the following criteria:

- At least 3 hours in length
- In a classroom setting
- Job related
- Taught by a qualified instructor

Participants must be enrolled in the STEM program (have taken a STEM class) prior to taking classes for self-directed study credit.

### To receive your Certified Educational Office Professional certification you must:

- Complete the required clock-hours of coursework
- Submit a certification application and fee
- Be a current member of TESA

### TESA Central Office cannot maintain STEM records for non-members.

You will need to submit documentation for any coursework completed prior to becoming a TESA member.

## Certification Update

Certification update consists of six (6) clock-hours of course study\* per year for those CEOP recipients who wish to keep their CEOP certification current. This coursework must be completed between **August 1 and July 31** of each year to meet requirements for that year.

\*May include TESA classes not taken for credit in the last three (3) years.

**Certification and membership applications can be found in the back of each STEM manual.**

