

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 _____
(Please print)

Address _____

_____ City _____ ZIP _____

Telephone (_____) _____ (_____) _____
Office Home

(_____) _____ E-mail address _____
Fax

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 # _____