

## 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/ Team Building  
Professional Image  
Rules for Spelling  
Stress Management  
Telephone Skills  
Time Management

#### 6 hour classes

Business Grammar  
Assisting Difficult People

### 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
- May include TESA classes not taken for credit in the last three (3) years

### 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. Each certificate must be three or six hours per class in a classroom setting 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.

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