

STEM Check List

Required Courses:

- _____ Basic Communication
- _____ Effective Workplace Practices
- _____ Interpersonal Communication
- _____ Managing Change
- _____ Professional Growth Plan (3 hour class)
- _____ Profile for Success

Choose twelve (12) hours of training from the following classes:

3 hour classes

- Assertiveness Training
- Business & Social Etiquette
- Dialogue of Diversity
- Leadership Training and Team Building
- Presentation Techniques
- Professional Image
- Rules for Spelling and Proofreading
- Stress Management
- Time Management

6 hour classes

- Assisting Difficult People
- Business Grammar and Letter Writing
- Exceptional Customer Service

A minimum of fifteen (15) clock-hours of self-directed study meeting the following criteria:

- At least 3 hours in length for total class
- In a classroom setting or online*
- Job related
- Taught by a qualified instructor
- STEM classes not taken for credit in the last three (3) years
- STEM classes recently re-written

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

To receive Certified Educational Office Professional (CEOP) certification:

- 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.

Submit documentation for any coursework completed prior to becoming a TESA member.

Online Courses*

Online courses are eligible for self-directed study credit and certification update credit. Classes must be job related and considered eligible for credit from applicant's educational entity. Applicant must present the certificate showing completion of the class and credits awarded. STEM clock-hours will be awarded in three or six hour blocks, equaling one clock-hour per credit awarded on certificate.

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 meet the same criteria as the self-directed study listed above and be completed between **August 1 and July 31** of each year to meet requirements for that year. Update will begin the year following awarding of CEOP.

Certification and membership applications can be found online at www.tesatexas.org