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Texas Educational Support Staff Association, Inc.
P.O. Box 11825 • Killeen, TX 76547
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TESA Professional Enrichment Program (TPEP)
Re-Certification Application

The TPEP program is designed to stimulate professional development for support staff. Applicants must submit a re-certification application including a copy of certificates for the **required six hours** each **membership year, August 1 to July 31**, in order to maintain certification as a Certified Educational Organization Professional (CEOP).

Instructions

1. **A yearly renewal fee of $10 must be paid before an individual receives their re-certification letter.**
2. Applicant must be a current member of TESA. *(Annual membership dues are $45)*
3. Checks and money orders should be made payable to TESA. Electronic payment can be made by credit card with an additional $5.00 processing fee. *(Visit the TESA Website under the TPEP tab to make payment. https://bit.ly/4fTIpoz)*
4. Copies of professional development certificates and re-certification application form are to be returned to the address or email listed above. Professional development sessions must meet the following criteria:
   - At least 3 hours in length for the class on a particular topic. This does not include general staff development and/or meetings.
   - In a classroom setting or online
   - Job-related or taught by a qualified instructor
   - TPEP classes not taken for credit in last three (3) years
   - TPEP classes recently re-written
5. **The deadline for submission for the 2026–2027 year is July 31, 2027.**

Note: We are so pleased with the number of members submitting their TPEP Re-Certification. There are many details associated with the processing of your TPEP paperwork. This process can take 8-10 business days. Please be patient; we are as excited as you and will complete it as soon as possible. Thank you.

Applicant_____ Member #: _____
(Please type or print)

Address _____

_____ _____-_____
City ZIP

Telephone (_____) _____ (_____) _____
Office Home/Cell

E-mail address_____

Job Title _____Employed by _____

TESA Central Office does not maintain records for non-members.
Please complete the form and make a copy for your files before mailing it.

TESA OFFICE USE ONLY: Date documentation received: _____

Date payment received: _____ **Method of Payment *(Check# or MO#, CC):*** _____