

TPEP Committee Duties/Responsibilities

Upon receiving a request to host, the TPEP Chair and/or Area Coordinator shall initiate a Consultant Agreement for the requested classes. The Chair and/or Area Coordinator will select a consultant based on the following:

- Host request
- Geographic location
- Consultant availability
- Host preference regarding arrangements for hotel, airfare, and rental car when a non-local consultant is used

The TPEP Chair and/or Area Coordinator shall contact the selected consultant for the session and complete the Host Agreement Form. A Consultant Agreement shall be initiated by the Chair and/or Coordinator and forwarded to the consultant for signature. Every effort shall be made to secure a consultant within the area in order to conserve expenses.

The TPEP Chair and/or Area Coordinator shall ensure that the Consultant has the current reimbursement voucher to submit to the TPEP Chair upon completion of the TPEP class.

The TPEP Chair and/or Area Coordinator will initiate the voucher for Lynne Russell, program author of Personality Profile, at a rate of \$10 per participant per contract on file with TESA.

If it becomes necessary to cancel a scheduled session, the Host must notify the TPEP Chair or Area Coordinator as soon as possible. If a consultant is unable to teach a class, the consultant must immediately notify the TPEP Chair or Area Coordinator. In such cases, the TPEP Chair or Area Coordinator shall secure a replacement consultant and notify the Host of any changes.

Upon receipt of the signed Consultant Agreement, the TPEP Chair or Area Coordinator shall prepare the Host Agreement. Once the completed Host Agreement is returned, the TPEP Chair shall save and file the document and update the TPEP Calendar, as needed.

Amended: 03/22/2019
05/05/2022
08/01/2022
03/28/2025

TESA Professional Enrichment Program (TPEP) Chairman (Appointed) Duties

The TPEP chairman shall:

Be appointed by the president. Consideration shall be given to experience and expertise as a TPEP coordinator.

Understand the Articles of Incorporation, Bylaws, and Standing Rules of the Texas Educational Support Staff Association, Inc.

Must have served in some capacity on the TPEP committee for at least one year.

Hold the CEOP certification.

Attend all Executive Board meetings and general meetings of the association during the term of office.

TPEP Program Responsibilities

- Serve as liaison between the Executive Board and the membership.
- Serve in an advisory capacity to the President and Executive Board on matters relating to TPEP.
- Recognize that no action shall be taken without Executive Board approval.
- Keep the membership informed of all TPEP activities.
- Coordinate the scheduling of all TPEP activities with hosting organizations and TESA-sponsored events, including:
 - Summer Work Conference (SWC)
 - Area Workshops
- Keep the membership and Web Advisor informed of scheduled sessions.

Consultant Training Responsibilities

- Coordinate, schedule, and promote TPEP Consultant Training with the incoming President and incoming TPEP Chairman.
- Recognize that Consultant Training may be offered every other year at the discretion of the President, with additional training opportunities offered at conferences when appropriate.

Professional Collaboration

- Work with other professional educational organizations to promote the TPEP program.
- Recommend long-range goals for TPEP for Executive Board approval to address the changing needs of the membership and support program marketing.

Evaluation and Training Responsibilities

- Conduct an annual evaluation and periodic needs assessment of the TPEP program.
- Make recommendations to the President and Executive Board regarding program improvements.
- Conduct an annual evaluation and needs assessment of TPEP consultants.
- Schedule appropriate consultant training opportunities.
- Update annually the list of active consultants, including verification of:
 - Current TESA membership
 - Participation in training workshops

Financial Responsibilities

- Coordinate with the TESA Central Office regarding financial records for all TPEP training sessions.
- Work within the guidelines of the approved TPEP budget.
- Be reimbursed in accordance with the travel reimbursement guidelines established for Executive Board travel.

Organizational Leadership

- Work in close cooperation with other officers and committee chairmen to promote the welfare of TESA.

Transition of Office

Upon completion of the term of office, shall deliver all files, papers, records, and other Association property to the successor within 30 days.

Amended:	06/22/1991	11/14/2008	08/01/2022
	07/25/2000	03/23/2009	04/03/2026
	07/20/2001	11/12/2009	05/19/2026
	04/12/2003	06/21/2013	
	08/03/2008	08/01/2015	

TESA Professional Enrichment Program (TPEP) Coordinator (Appointed) Duties

The TPEP Coordinator shall:

Be appointed by the president and shall consist of at least one member holding CEOP certification.

Recommend policies concerning all phases of the TPEP program to the Executive Board for approval.

Understand the significance of current educational issues and legislative mandates that impact job performance and responsibilities.

Program Development and Evaluation

- Conduct periodic needs assessments of the TPEP program.
- Update core curriculum topics as necessary, subject to Executive Board approval.

Session Coordination Responsibilities

- Schedule TPEP sessions and secure consultants for the sessions.
- Prepare agreements for all consultants.
- Coordinate TPEP sessions for:
 - Summer Work Conference (SWC)
 - Area Workshops
 - Consultant Training (CT)

in cooperation with the President and TPEP Chairman.

General Responsibilities

- Perform additional duties as assigned by the President.
- Meet periodically as deemed necessary by the President and Conference Chairman.

Approved TPEP Courses

REQUIRED COURSES

Basic Communication
Effective Workplace Practices
Interpersonal Communication
Managing Change
Personality Profile
Professional Growth Plan

CHOICE COURSES (12 hours of the following courses):

3-Hour Courses

Assertiveness Training
Leadership Skills and Team Building
Presentation Techniques
Professional Image
Spelling and Proofreading
Stress Management
Time Management

6-Hour Courses

Assisting Difficult People
Business Grammar and Letter Writing
Exceptional Customer Service

A minimum of 15 clock-hours of self-directed study meeting the following criteria*:

- At least 3 hours in length for credit
- In a classroom setting or online**
- Job-related
- Taught by a qualified instructor
- TPEP classes not taken for credit in the last three years
- TPEP classes recently rewritten

*Participants must be enrolled in the TPEP program (have completed a TPEP course) before taking classes for self-directed study credit.

****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 the applicant's educational entity. Applicant must present the certificate showing completion of the class and credits awarded. For TPEP credit, classes must be at least three hours in length.

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	07/20/2001	11/12/2009	03/08/2017	08/01/2022
	04/12/2003	06/21/2013	08/27/2018	04/03/2026

Virtual TPEP Classes

Scheduling and Approval of Virtual TPEP Classes

- All virtual TPEP classes must be approved and scheduled through the TPEP Chairman and/or TPEP Coordinator.
- The virtual link for the TPEP classes will be created by the TPEP Chairman or designee.
- Virtual meeting links, meeting information, and participant materials should be provided to the host at least five days prior to the scheduled TPEP class.
- TPEP Consultants are responsible for conducting a technology check prior to the start of the class to ensure audio, video, screen-sharing capabilities, and presentation materials are functioning properly.

Host Organization Responsibilities for Virtual TPEP Classes

- The host organization shall coordinate with the TPEP Chairman and/or TPEP Coordinator regarding the following:
 - Date and time of the class
 - Expected number of participants
 - Virtual platform access information
 - Required materials and handouts
- Virtual meeting links, meeting information, participant materials, and the following participant requirements should be distributed by the host to registered participants no later than three days prior to the scheduled TPEP class. This will allow ample time for participants to prepare their technology and print handouts for class.
- Attendance records and all required materials shall be submitted to the TPEP Chairman and/or TPEP Coordinator in a timely manner following the conclusion of the class. If the TPEP class is hosted by TESA, the TPEP Consultant will submit the required materials to the TPEP Chairman.

Participant Requirements for Virtual TPEP Classes

- Participants are expected to:
 - Register in advance
 - Check to ensure that their technology, audio, and video capabilities are working prior to the class
 - Join the class on time
 - Use their full name for attendance verification
 - Participate professionally and respectfully throughout the class
- Participants should remain muted when not speaking to minimize background noise and disruptions.
- Participants are encouraged to actively engage in discussions, activities, and learning opportunities as directed by the TPEP Consultant.
- To promote engagement, interaction, and attendance verification, participants are required to keep their cameras on throughout the class.
- Participants are expected to attend the class from an appropriate environment that is conducive to learning. Distractions should be minimized, and participants should avoid engaging in unrelated activities during instructional time.
- Attendance credit will only be granted to participants who are present for the required instructional time. TPEP Consultants shall not award attendance credit to any participant who misses fifteen minutes or more of a scheduled class, whether through late arrival, early departure, or extended absence during the class.
- Certificates shall not be distributed to participants until the conclusion of the TPEP class.

TPEP Consultant Responsibilities

- TPEP Consultants are responsible for conducting a technology check prior to the start of the class to ensure audio, video, screen sharing capabilities, and presentation materials are functioning properly.
- TPEP Consultants shall:
 - Begin and end class on schedule
 - Deliver professional, engaging, and effective instruction
 - Maintain participant interaction, engagement, and active involvement throughout the TPEP class
 - Use approved TPEP materials and presentations
- TPEP Consultants should provide opportunities for participant questions and discussion throughout the class.
- TPEP Consultants shall maintain professionalism in appearance, conduct, and communication during all virtual classes.
- TPEP Consultants are responsible for accurately verifying participant attendance and completing any required class documentation, evaluations, or reports.

Technology and Materials

- Participants should have access to:
 - Reliable internet connection
 - Audio capability
 - Camera capability
 - Required class materials
- Class materials shall be distributed electronically prior to the class.
- TESA is not responsible for equipment or internet issues experienced by the participant.

Attendance and Certificates

- Attendance shall be verified through virtual platform participant reports, sign-in procedures, or other approved methods.
- Certificates will be distributed according to TPEP procedures following verification of attendance.

Fees and Expenses

- Applicable class fees and material fees shall follow current TPEP and TESA guidelines.

Exceptions

Any exceptions to these guidelines must be approved by the TPEP Chairman and/or TESA Executive Board when applicable.

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Guidelines for Scheduling Level I & Level II TPEP Sessions

Scheduling a TPEP Session

- Contact the TESA TPEP Chairman and/or TPEP Coordinator to schedule a TPEP session.
- All necessary information shall be obtained from the HOST organization.
- A training agreement shall be prepared and sent to the Host via email.

TPEP Fee Schedule

Level I

Level I applies to hosting entities that:

- Are affiliated with TESA,
- Have an organization within the entity that is currently affiliated with TESA, or
- Hold a current Institutional Membership with TESA.

Classification	6-hour sessions	Additional Participant Above 20	3-hour session	Additional Participant Above 20
Level I	\$700.00	\$35.00	\$500.00	\$25.00
(2) 3-hour sessions	Same day	Same location	*(2) 3-hour sessions \$750.00	\$25.00

Level II

Level II applies to hosting entities that:

- Are **not** affiliated with TESA,
- Do **not** have an organization within the entity that is currently affiliated with TESA, or
- Do **not** hold a current Institutional Membership with TESA.

Classification	6-hour sessions	Additional Participant Above 20	3-hour session	Additional Participant Above 20
Level II	\$900.00	\$39.00	\$675.00	\$35.00
(2) 3-hour sessions	Same day	Same location	*(2) 3-hour sessions \$1,100.00	\$35.00

TPEP Fee Schedule Notes

* When two sessions are booked under one host agreement at the same location and on the same day.

Note: Personality Profile session requires an additional materials fee of \$10.00 per participant.

Area Workshop/Conference

The cost of TPEP classes shall be paid per attendee for each session conducted during Conferences and Area Workshops. A minimum number of attendees is required to cover the consultant's cost.

An Institutional Membership shall be available to public, private or charter schools; Education Service Centers; higher education (including colleges, universities, vocational or trade schools); or any other educational institution in the State of Texas. The annual fee for this membership is \$150.00. This membership classification entitles the holder to Affiliate rate fees.

Guidelines for TPEP Consultants

TPEP Consultants must be members in good standing of the Texas Educational Support Staff Association, Inc.

TPEP Consultants must obtain and maintain the Certified Educational Organization Professional (CEOP) certificate on an annual basis.

TPEP Consultants must complete training on any new or updated class prior to teaching that course. *

** The TPEP Chair shall have the discretion to waive these requirements in order to secure qualified instructors for highly skilled and/or technical courses that are in demand by the membership.*

TPEP Consultant Standards and Protocols

Consultants will not award credit to any participant missing fifteen minutes or more of a session. Certificates shall not be distributed to participants until the conclusion of the session.

Consultants shall not contact educational entities to request teaching assignments. The TPEP Chair and Area Coordinator are responsible for assigning consultants. However, when an educational entity or group requests a specific consultant, every reasonable effort will be made to honor such requests.

Consultants may not use TPEP materials for personal teaching or business purposes. Violation of this policy will result in automatic removal from the consultant list. All materials must be returned to TESA.

If a consultant is unable to teach a contracted class, the TPEP Chair or Area Coordinator must be notified as soon as possible. The TPEP Chair or Area Coordinator is responsible for securing a replacement consultant or rescheduling the class. If a consultant attempts to secure a replacement, they must first contact the TPEP Chair or Area Coordinator for approval.

Personal business activities and advertising by consultants or participants are not permitted during any TPEP session.

Guidelines for TPEP Consultant Training

Location/Dates

The location and dates for all training sessions, as well as the participant fee, shall be determined by the TPEP Committee and subject to approval by the President and President-Elect.

The TPEP Chairman will negotiate a hotel room block with the President's approval. The President signs all hotel contracts, if applicable, with board approval.

- TESA will not reimburse consultants for hotel accommodations, mileage, or meals.

Sessions and Consultant:

- Select sessions to be taught
 - Presentation Skills must be one of the sessions offered, and all new consultants must attend.
 - Classes must last the allotted amount of time.
- Select teachers and send out contracts:
 - Session taught in 1½ hours fee is \$100.00
 - Session taught in three hours' fee is \$150.00
 - Session taught in six hours is \$300.00
- Food Arrangements:
 - Make food arrangements for lunch as needed.
 - Evening meals may be scheduled as a group or individually.
- Advertisement:
 - Prepare ad for The TESA Connection
 - Prepare information to be published by scheduled deadlines.
- Before Training Weekend:
 - Print copies of consultant guidelines to be distributed.
 - Prepare certificates and sign-in sheets.
 - Make signs for sessions.
 - Obtain W-9 forms for consultants to complete.

Consultant Training (CT)

New consultants should consult with the TPEP Chairman or Area Coordinator to identify opportunities for observation and co-teaching. A Consultant Training Evaluation Form will be completed and forwarded to the TPEP Chairman.

To qualify as a TESA TPEP Consultant, new consultants must:

- Hold a current CEOP certificate
- Be a member in good standing of TESA
- Attend TPEP Consultant Training
- Deliver a presentation of not less than one hour to current TPEP Consultants
- Be observed teaching a class by a current TPEP Consultant and receive approval

Consultant Training shall include instruction in effective presentation skills for both in-person and virtual (i.e., Zoom) settings, an overview of the roles and responsibilities of a TPEP Consultant, guidance on presentation practices, and opportunities to collaborate with an experienced TPEP Consultant.

Steps to Become a TPEP Consultant

Experience and Qualifications

To be eligible for consideration as a TPEP Consultant, an individual must meet the following qualifications:

- Be a current TESA member in good standing.
- Hold a current CEOP certification.
- Have successfully completed all TESA Consultant Training requirements.
- Demonstrate familiarity with TPEP coursework, content, and instructional objectives.
- Possess the professionalism, communication skills, and commitment necessary to effectively deliver TPEP training and represent TESA in a positive manner.

Consultant Training Requirements

To be considered for appointment as a TPEP Consultant, the Consultant-in-Training must successfully complete the following requirements:

- Attend an official TPEP Consultant Training.
- TPEP Consultants-in-Training will be provided with a blank copy of the TPEP Consultant-in-Training Evaluation form for their reference.
- Deliver a presentation from a current TPEP course for a minimum of one hour before an evaluation panel consisting of two current TPEP Consultants, the TPEP Chairman, and the TPEP Coordinator, during TPEP Consultant Training.
- Work with an assigned mentor who will provide guidance, support, and feedback throughout the training process and assist the Consultant-in-Training in developing the skills necessary to become a successful TPEP Consultant.
- Observe current TPEP Consultants teaching TPEP classes. *(See information below.)*
- Co-teach TPEP classes with current TPEP Consultants. *(See information below.)*

Observation Requirements

The Consultant-in-Training must observe a minimum of two TPEP classes taught by different current TPEP Consultants. Observations should be conducted in person but may also include virtual classes if the Consultant-in-Training elects to teach in that format.

- The purpose of these observations is to gain an understanding of classroom setup, instructional strategies, audiovisual equipment usage, participant engagement, and overall class management in preparation for serving as a future TPEP Consultant.
- During the observation period, the Consultant-in-Training may be asked to assist the TPEP Consultant with various classroom and administrative tasks as appropriate.
- Observation activities are considered part of the training process; therefore, the Consultant-in-Training will not receive compensation for participation in these observations.

- The Consultant-in-Training will work alongside the TPEP Consultants to gain hands-on experience in all aspects of class preparation and delivery. Responsibilities may include assisting with the distribution and collection of materials, setting up the classroom, ensuring the learning environment is comfortable and conducive to instruction, monitoring attendance, and teaching or contributing to portions of the presentation. The extent of the participation of the Consultant-in-Training in the instructional component will be determined by the TPEP Consultants. To allow adequate preparation, the Consultant-in-Training should receive all presentation materials at least two weeks prior to the scheduled class date so they may become familiar with the content and expectations.

Co-teach Requirements

The Consultant-in-Training must co-teach a minimum of two TPEP classes with different current TPEP Consultants. Co-teaching experiences should be conducted in person but may also include virtual classes if the Consultant-in-Training elects to teach in that format.

- During the co-teaching experience, the Consultant-in-Training will work closely with the TPEP Consultant to prepare and present a designated portion of the class while gaining experience in classroom setup, instructional strategies, audiovisual equipment usage, participant engagement, and overall class management.
- Prior to being released from the TPEP Consultant Training program, the Consultant-in-Training must demonstrate the ability to effectively co-teach at least one-half of a TPEP class.
- To ensure adequate preparation, Consultants-in-Training should receive all presentation materials at least one month prior to the scheduled class date so they may become familiar with the content and prepare their assigned instructional segment.
- Consultants-in-Training will be evaluated by the TPEP Consultants with whom they co-teach, as well as the participants in the classes they co-teach. Evaluations will be used to assess readiness for designation as a TPEP Consultant.
- Co-teaching activities are considered part of the training process; therefore, Consultants-in-Training will not receive compensation for participation in these classes.

Requirements for Release as a TPEP Consultant

To be released from the TPEP Consultant Training Program and designated as a TPEP Consultant, the Consultant-in-Training must successfully complete the following requirements:

- Demonstrate proficiency in course content, instructional delivery, classroom management, participant engagement, and effective use of training materials and audiovisual equipment.
- Achieve a minimum score of **85** on the final evaluation on the official TPEP Consultant-in-Training Evaluation Form.
- Upon successful completion of TPEP Consultant Training, all observations, co-teach presentations, and evaluations, the TPEP Chairman will formally release the Consultant-in-Training and designate the individual as a TPEP Consultant.

Notes:

- 1) There is no time limit for completing the above requirements. Some new consultants may require additional Consultant Training, additional opportunities to deliver presentations, and additional time being observed while co-teaching a class before they are fully prepared. The decision to release a consultant will be determined by the TPEP Chair, TPEP Area Coordinator, active TPEP Consultants, and TESA President and/or TESA President-Elect, if necessary.
- 2) Once released, TPEP Consultants will be paid for classes taught once the TESA Central Office receives payment from the hosting educational entity.

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Consultant Honorarium

TPEP Consultants shall receive an honorarium of \$150 for teaching a three-hour class and \$300 for teaching a six-hour. If class enrollment exceeds fifty participants, an additional \$50 shall be paid for a three-hour class or \$100 for a six-hour class.

Consultant Reimbursement

- Consultants teaching at TESA conferences will **not** be reimbursed for hotel, mileage, or meals.
- Consultants teaching at TPEP Consultant Training will **not** be reimbursed for hotel, mileage, or meals
- Consultants teaching TPEP classes hosted by education entities will be reimbursed for travel expenses in accordance with the hosting educational entity's guidelines.

To receive payment for a TPEP session, consultants must have an approved Consultant Agreement and a completed voucher on file.

TPEP Consultants will be paid for classes taught once the TESA Central Office receives payment from the Hosting educational entity.

Consultants teaching at conferences or consultant training will be paid upon completion of vouchers during the week following the event.

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 08/01/2021
 08/01/2022
 03/28/2025

TPEP Program Guidelines

TPEP Sessions – New and Rewrite Courses

All new or rewritten TPEP sessions must be submitted to the TPEP Chair in presentation format, including consultant notes. The Chair TPEP Chair shall distribute the submission to the TPEP Coordinator and any experienced consultants whose subject matter expertise is deemed appropriate by the committee.

Any corrections, deletions, or additions shall be completed and returned to the consultant by the established deadline. The consultant will then be required to submit a final revised draft by the assigned deadline. Once received, the final draft will be redistributed as needed.

Approval from the TPEP Chair must be obtained prior to developing a new session or revising an existing session. All new TPEP sessions must also receive Board approval prior to implementation.

Fees for approved new or rewritten classes are as follows:

- \$150 for a three-hour session
- \$300 for a six-hour session

These fees shall be billed and paid upon completion and approval of the course.

If consultants identify errors or require corrections in an existing session, they shall contact the TPEP Chair for review and approval of any updates or changes.

Self-Directed Study – Non-TPEP Course Approval

Courses selected for self-directed study must be a minimum of three clock hours and must focus on education-related subjects delivered in a classroom setting by a qualified instructor.

Online courses may be considered for credit if they meet established criteria. Credit awarded for online courses shall be calculated at an hourly equivalent, with one credit equaling one TPEP hour. To qualify for TPEP credit, courses must be at least three hours in length.

Participants must submit a Certificate of Course Documentation Form, along with verification for each non-TPEP course requested for credit. Documentation shall be submitted to the TESA Central Office via email for review and approval by the TPEP Chair. In the event of disputes or questions regarding course approval, the TPEP Chair shall obtain final approval from the TESA President.

CEOP Celebration Ceremony Participation

All candidates who complete TPEP training and earn the designation of Certified Educational Organization Professional (CEOP) may participate in the CEOP Celebration Ceremony held during the Summer Work Conference.

Members who complete CEOP coursework prior to the ceremony may also participate, provided that the CEOP application, required documentation, and applicable fees are submitted to the TESA office by May 1st. Such members must notify both the TESA Central Office and the TPEP Chair of their intent to complete coursework at the Summer Work Conference.

Certification Update (CEOP Recertification)

The CEOP certification update requires six hours of coursework per year for individuals who wish to maintain their certification.

All coursework must meet the same criteria as self-directed study courses outlined above. Courses must be completed between August 1 and July 31 of each membership year to qualify for that year's certification maintenance requirements. The certification update period begins the year following the awarding of the CEOP designation.

The TESA TPEP Chair shall confirm recertification by issuing an official letter via email to the member.

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