

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

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The TPEP chairman shall:

Be appointed by the president.

Understand the Articles of Incorporation, Bylaws, and Standing Rules of the Texas Educational Support Staff Association, Inc. If possible, have served in some capacity on the TPEP committee for at least one year.  
Hold the CEOP certification and be an active TPEP consultant.

Encouraged to attend all Executive Board meetings and general meetings of the association held during term of office.

Act as liaison between the Executive Board and the membership and shall keep the membership informed of all TPEP activities. Be responsible for coordinating the scheduling of all TPEP activities with hosting organizations and at TESA sponsored events (FWC, SWC, and area workshops) and shall keep membership and central office informed of scheduled sessions.

Be responsible for coordinating, scheduling, and promoting with incoming president and incoming TPEP Chairman TPEP Consultant Training. At the discretion of the president, Consultant Training may be offered every other year with the possibility of additional trainings at conferences.

Work with other professional educational organizations in promoting TPEP program.

Suggest long-range goals for TPEP for board approval to enable TESA to fulfill the changing needs of the membership and to promote marketing

Do an annual evaluation and periodic needs assessment of the TPEP program and make recommendations to the president and Executive Board.

Do an annual evaluation and needs assessment of consultants and schedule appropriate training. Update annually the list of active consultants; i.e., current TESA membership and participation in training workshops.

Maintain and update printed handouts relevant to the TPEP program and supply such information to professional organizations and/or publications. (Must be submitted to Board for review and approval prior to distribution.)

Coordinate with TESA central office the financial records for all TPEP training sessions and assume responsibility for working within the guidelines of the TPEP budget.

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

Upon retiring from office, deliver within 30 days to successor files, papers and other property belonging to the Association.

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

## TESA Professional Enrichment Program (TPEP) Committee Duties

The TPEP committee shall:

Be appointed by the president and shall consist of not less than two (2) members holding CEOP certification. Consideration shall be given to experience and expertise as a TPEP consultant and/or coordinator.

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.

Conduct a periodic needs assessment and update core curriculum topics as necessary (with Board approval).

Serve in advisory capacity to the President and Executive Board on matters relating to TPEP. (No action will be taken without board approval.)

Schedule TPEP sessions and obtain consultants for the sessions. Prepare contracts for all consultants.

Set up TPEP sessions for FWC/SWC/CT in coordination with President and Conference Chairman. Perform other duties as assigned by the President.

Shall meet periodically as deemed necessary by the President and the TPEP Chairman. Shall be reimbursed according to the guidelines established for Executive Board travel.

Approved TPEP Courses:

Required:

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

Choice Sessions (12 hours of the following courses):

3 Hour Courses

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

6 Hour Courses

Assisting Difficult People  
Business & Social Etiquette  
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 total class
- ✓ In a classroom setting or online\*\*
- ✓ Job related
- ✓ Taught by a qualified instructor
- ✓ TPEP classes not taken for credit in last three (3) years
- ✓ TPEP classes recently re-written

\*Participants must be enrolled in the TPEP program (have taken a TPEP course) prior to 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 applicant's educational entity. Applicant must present the certificate showing completion of the class and credits awarded. TPEP clock-hours will be awarded in three or six hour blocks, equaling one clock-hour per credit awarded on certificate.

Amended:	06/22/1991	04/30/2006	08/01/2015	03/22/2019
	07/20/2001	11/12/2009	03/08/2017	08/01/2022
	04/12/2003	06/21/2013	08/27/2018	

## Guidelines for Scheduling Level I & Level II TPEP Sessions

Contact the TESA Central Office or your Area TPEP Coordinator to schedule a TPEP session.

All the necessary information will be obtained and a Host Contact Information Form will be completed and sent to the TPEP Chairman to be disbursed to the TPEP Area Coordinators.

An agreement to provide training will be initiated by the TPEP Committee and sent by email to the Host.

TPEP Fee Schedule:

**LEVEL I** – All hosting entities affiliated with TESA or having an organization within that is currently affiliated with TESA or holding a current Institutional membership.

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

\*When two sessions are booked under one host contract at the same location and day

\*\*Profile for Success requires a materials fee of \$10.00 per person.

**LEVEL II** – All hosting entities not affiliated with TESA or not having an organization within that is currently affiliated with TESA or not holding a current Institutional membership.

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

\*When two sessions are booked under one host contract at the same location and day

\*\*Profile for Success requires a materials fee of \$10.00 per person.

An INSTITUTIONAL MEMBERSHIP will be open to School Districts, Colleges/Universities, and Education Service Centers at a yearly fee of \$150.00. This membership classification would entitle the holder to fees at the Affiliate rate.

The TPEP Area Coordinator will contact a consultant for the session, complete the Host Contract Information Form and return it to the TESA office. A Consultant contract will be initiated by the coordinator and sent to the consultant for a signature. Every effort will be made to secure a consultant in the area to conserve expenses. The TPEP Area Coordinator will initiate the voucher for Lynne Russell, program author, for \$10 per participant per contract on file with TESA.

The TESA central office will send the necessary materials to the Host.

When it is necessary to cancel a session that has been scheduled the Host must contact the TESA central office as soon as possible. The TESA Central Office will in turn notify the TPEP Chairman. If unable to teach a class, the consultant must notify the area coordinator as soon as possible. The area coordinator will secure a new consultant and notify the TESA central office of the changes. The TESA Central Office will in turn notify the TPEP Chairman.

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

**AREA COORDINATORS:**

Upon receiving a request to host, the TPEP Area Coordinator will initiate a Consultant Agreement for the desired classes. The Area Coordinator will seek a consultant based on the following:

- ✓ Host request
- ✓ Location
- ✓ Availability
- ✓ Determine host's preference for securing hotel, airfare, rental car if using a non-local Consultant
- ✓ Send reimbursement voucher to Consultant prior to scheduled TPEP session

Other duties:

- ✓ Work in conjunction with TPEP Chairman in securing Consultants for FWC (if held)/SWC/CT
- ✓ Assist TPEP Chairman with all aspects of the committee's responsibilities

After receiving Consultant Contract, the Area Coordinator shall forward it to the TESA Central Office. The TPEP Committee will prepare the HOST Contract within three (3) business days. Once the completed HOST Contract is returned, the TPEP Chairman will provide a copy to the TESA Central Office.

Amended:        03/22/2019  
                      08/01/2022

## Guidelines for TPEP Consultant Training

### Location/Dates:

Select location and dates for training which are easily accessible and approved by President and President-elect. A participant fee will be charged for training.

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 consultant for hotel accommodations, mileage, or meals.

### Sessions and Consultant:

#### Select sessions to be taught

- ✓ Presentation Skills must be one of the offered sessions 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.
- ✓ Prepare reimbursement vouchers for Consultant Training Consultants teaching TPEP sessions.

## Guidelines for TPEP Consultants

TPEP consultants\* must be a member of the Texas Educational Support Staff Association, Inc.

TPEP consultants\* must have obtained and maintained the Certified Educational Office Professional (CEOP) certificate on a yearly basis.

TPEP consultants\* must attend a minimum of six hours of consultant training bi-annually in order to continue teaching. If they do not attend their names will be removed from the list of consultants until they attend training. A one-time exemption because of extenuating circumstances can be applied for. The TESA President and TPEP Chairman will consider the request. The decision will be made and communicated to the consultant via email or letter.

TPEP Consultants\* must train on a new class or a class that has been updated before they can teach that class.

\*TPEP Chairman has the discretion to waive these requirements to secure qualified instructors in highly skilled and/or technical courses to provide the TPEP courses that are in demand from our membership.

### Consultants in Training (CIT)

New consultants should check with the area coordinators for observing and team teaching opportunities. A Consultant-In- Training Evaluation Form will be initiated and forwarded to the TPEP Chairman.

After being trained, at Consultant Training, all new consultants team-teach with an experienced TESA consultant of three (3) years or more to be released to teach. A CIT can only observe and team teach a specific session they have been trained on at Consultant Training. Consultants-In-Training will not receive an honorarium for observing or team teaching. All CITs must teach at least half of the class in order to be released to teach by the experienced consultant. All release forms must be filled out by the CIT's and the Consultant with whom they trained and sent to the TPEP chairman for the approval of the chairman and the TESA President. CITs are considered experienced consultants after actively teaching TPEP classes they are trained in for three years with favorable evaluations. The TESA President and the TPEP Chairman will make exceptions to this rule on an individual basis.

TPEP Consultants will be paid an honorarium of \$150 for teaching three hours and \$300.00 for teaching six hours. If the class size exceeds 50 participants, an additional \$50 for a three-hour class or \$100 for a six-hour class will be paid.

### TPEP Consultant Reimbursements

1. Consultants teaching at TESA conferences will not be reimbursed for hotel, mileage, or meals.
2. Consultants teaching at TPEP Consultant Training will not be reimbursed for hotel, mileage, or meals
3. Consultants teaching TPEP classes hosted by education entities will be reimbursed for travel expenses according to host educational entity guidelines.

Consultant Payable Schedule	Class Taught	Check Written
	1 <sup>st</sup> through 15 <sup>th</sup> of month	15 <sup>th</sup> of next month
	16 <sup>th</sup> through 31 <sup>st</sup> of month	31 <sup>st</sup> of next month
This procedure allows time for billing the host and collecting funds due to TESA.		



In order to be paid for teaching a TPEP session, consultants must have a consultant contract and a completed voucher.

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

Consultants will not award credit to any participant missing 15 minutes or more of a session. Certificates must not be distributed to participants until the end of the session.

Consultants should not contact educational entities and request to teach TPEP sessions. The area coordinators are responsible for assigning consultants. There are times when an educational entity or a group requests a specific consultant and the best effort is made to honor specific requests.

Consultants may not use any TPEP materials to teach personally. This is an automatic dismissal from the consultant list. All materials must be returned to TESA.

When a consultant is unable to teach a class that has been contracted the area coordinator must be notified as soon as possible. Consultants should not attempt to find a replacement. It is the responsibility of the coordinator to find another consultant for the class.

Personal business and advertising by consultants or participants will not be allowed during any TPEP session.

Amended: 06/19/2019  
08/01/2021  
08/01/2022

## **TPEP Program Guidelines**

### TPEP Sessions/New/Rewrite

All new/rewrite sessions must be submitted to the TPEP chairman in presentation format, including consultant notes. The chairman will distribute to the TPEP Committee and any experienced consultants whose expertise the committee values in the subject. Any corrections, deletions, or additions will be completed and returned to the consultant by the deadline given. The consultant will have a deadline to return the final draft, once that is received again, it is distributed as before. When it is approved it will be sent in final draft form to TESA central office for formatting. No workshop will be added to the brochure until the final draft is received and the TPEP chairman is confident it meets TPEP criteria and will be completed in a timely manner. The TPEP chairman should give approval to write a new session or for any rewrite. The board must approve all new TPEP sessions.

Fees for approved new or 50% or more TPEP sessions rewrite:

\$150.00 for a three-hour session

\$300.00 for a six-hour session

### Update Fees

Update of 25% to 50%

Three (3) hour session - \$75.00

Six (6) hour session - \$150.00

Update of 25% or less

Three (3) hour session - \$35.00

Six (6) hour session - \$70.00

To be billed and paid upon completion/approval

Course approval for self-directed study non-TPEP courses:

Courses selected by the participant must be a minimum of three clock hours on educational related subjects taught in a classroom setting by a qualified instructor.

Online classes will be considered for credit following the posted eligibility criteria. Credits awarded on online course certificates will be assigned an hourly equivalent of one credit equaling one TPEP hour. TPEP hours would continue to be awarded in blocks of 3 or 6 hours.

Participants must submit Course Documentation Form with verification for each non-TPEP course to be applied. The online course certificate printed upon completion of the class along with proof of district/higher education staff development credit must be submitted. Documentation must be submitted to the TESA Central Office for approval by the TPEP Chairman. If disputes or questions arise regarding course approval the TESA TPEP Chairman will obtain final approval from the President.

## **Participation in CEOP Celebration Ceremony**

All candidates completing TPEP Training and having earned the distinction of Certified Educational Office Professional (CEOP) may participate in the celebration ceremonies at Summer Conferences or Fall Conferences (if held). In addition, members who complete their CEOP coursework the day before the CEOP Celebration Ceremony, at any conference, may participate in the celebration, at that conference, provided CEOP application, paperwork, and applicable fees are submitted to the TESA office by the third Friday, in May or the third Friday prior to the Fall Conference (if held). These members are required to notify the TESA office and TPEP chairman of their intentions to complete coursework at Summer Conference or Fall Conference (if held).

## **Certification Update**

Certification update consists of six (6) 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 coursework must be completed between August 1 and July 31 of each year to meet requirements for the current membership year. Update will begin the year following awarding of CEOP certification. The TESA Central Office will confirm by letter the member's updated CEOP certification.

Amended: 05/11/2016  
08/01/2022