



Texas Educational Support Staff Association, Inc.  
 1460 E. Whitestone Blvd., Suite 175  
 Cedar Park, TX 78613

Staff Training for Effective Management (STEM)

## Certification Application

The STEM program has been designed to stimulate professional development for support staff. Applicants must submit certification application in order to receive certification as a Certified Educational Office Professional (CEOP).

### Instruction

1. A one-time application fee of \$20 must be paid before an individual receives certification.
2. Checks should be made payable to TESA.
3. Applicant must be a current member of TESA. Annual membership dues are \$40.
4. TESA Membership Form, Application Form, and fees are to be returned to address above.

Applicant \_\_\_\_\_  
 (Please print)

Address \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Office Home/Cell

(\_\_\_\_\_) \_\_\_\_\_ E-mail address \_\_\_\_\_  
 Fax

Employed by \_\_\_\_\_

CEOP Coursework Completed: \_\_\_ Yes \_\_\_ No (if no, please complete next section if finishing at Summer Work Conference)

Sessions to complete at SWC:

_____ Basic Communication	_____ Business and Social Etiquette
_____ Effective Workplace Practices	_____ Dialogue of Diversity
_____ Interpersonal Communication	_____ Exceptional Customer Service
_____ Managing Change	_____ Leadership Training and Team Building
_____ Professional Growth Plan	_____ Presentation Techniques
_____ Profile for Success	_____ Professional Image
_____ Assisting Difficult People	_____ Spelling and Proofreading
_____ Assertiveness Training	_____ Stress Management
_____ Business Grammar and Letter Writing	_____ Time Management

**TESA Central Office does not maintain records for non-members. Please submit documentation for all coursework taken prior to membership in TESA and copy of Summer Work Conference registration if completing coursework at SWC.**

\_\_\_\_\_  
 Applicant's Signature Date Supervisor/Administrator Signature Date

**Please complete form and make a copy for your files before mailing.**

Date mailed \_\_\_\_\_ Check # \_\_\_\_\_