



Texas Educational Support Staff Association, Inc.
P.O. Box 11825 • Killeen, TX 76547
(512) 528-0046 • E-mail: info@tesatexas.org

Staff Training for Effective Management (STEM)

Re-Certification

Application

The STEM 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 Office Professional (CEOP). There is no fee for recertification.

Instructions

1. Applicant must be a current member of TESA. (Annual membership dues are \$45)
2. Copies of professional development certificates and re-certification application form are to be returned to address above. Professional development sessions must meet 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 last three (3) years
 - STEM classes recently re-written

Applicant _____
(Please print)

Address _____

City

ZIP

Telephone (_____) _____ (_____) _____
Office Home

E-mail address _____

Job Title _____

Employed by _____

TESA Central Office does not maintain records for non-members.

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

Date mailed/e-mailed: _____