



Texas Educational Support Staff Association, Inc.  
P.O. Box 11825  
Killeen, TX 76547

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 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

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

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

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

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

Date mailed \_\_\_\_\_