



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

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 \$45.
4. TESA Membership Form, Application Form, and fees are to be returned to address above.

*Note: We are so pleased with the number of members completing their STEM Certification. There are many details associated with the processing of your STEM paperwork. This process can take 8-10 business days. Please be patient; we are as excited as you and will complete it as soon as possible. Thank you.*

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

Address \_\_\_\_\_

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

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

E-mail address \_\_\_\_\_ Employed by \_\_\_\_\_

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

Sessions to complete at SWC:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Assertiveness Training            | <input type="checkbox"/> Effective Workplace Practices       | <input type="checkbox"/> Presentation Techniques   |
| <input type="checkbox"/> Assisting Difficult People        | <input type="checkbox"/> Exceptional Customer Service        | <input type="checkbox"/> Professional Growth Plan  |
| <input type="checkbox"/> Basic Communication               | <input type="checkbox"/> Interpersonal Communication         | <input type="checkbox"/> Professional Image        |
| <input type="checkbox"/> Business & Social Etiquette       | <input type="checkbox"/> Leadership Training & Team Building | <input type="checkbox"/> Spelling and Proofreading |
| <input type="checkbox"/> Business Grammar & Letter Writing | <input type="checkbox"/> Managing Change                     | <input type="checkbox"/> Stress Management         |
| <input type="checkbox"/> Dialogue of Diversity             | <input type="checkbox"/> Personality Profile                 | <input type="checkbox"/> Time Management           |

**TESA 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 #:** \_\_\_\_\_