



Texas Educational Support Staff Association, Inc.  
Staff Training for Effective Management (STEM)

### Course Documentation

**Submit this form to:**

TESA Central Office  
P.O. Box 11825  
Killeen, TX 76547  
(512) 528-0046 Fax: (512) 528-0271

Name \_\_\_\_\_ Member # \_\_\_\_\_  
(Please print)

Address \_\_\_\_\_

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

Office Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_

Name of course/program\* \_\_\_\_\_ Number of clock hours \_\_\_\_\_

Brief Description of course/program: \_\_\_\_\_

\*This course must be a minimum of three clock hours on one job-related subject taught in a classroom setting by a qualified instructor. Attach a copy of the transcript, certification of completion or have the instructor sign this form.

\_\_\_\_\_  
Signature of Instructor Title Date



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