

Frequently Asked Questions

What is the acronym for the Texas Educational Support Staff Association?

- **TESA**

What does STEM stand for?

- **Staff Training for Effective Management**

What does CEOP stand for?

- **Certified Educational Office Professional**

What is the TESA website address?

- **www.tesatexas.org**

Do I need to take the classes in any particular order?

- **No, there is no required order. There is no time limit for completion after the first class is taken.**

Is TESA membership required?

- **No, you may attend classes without membership; however, membership is required to receive your CEOP certification. The Central Office will maintain a record of all classes attended by TESA members.**

How many hours do I have to take for certification?

- **The program requires 60 hours. STEM courses comprise 45 hours while 15 hours are job-related self-directed study taken in a classroom setting with a certified instructor in a minimum of three hour increments.**

At what point must the Certification Application be submitted?

- **At any time.**

What is Certification Update?

- **Certification update consists of six clock-hours of course study per year for those CEOP recipients who wish to keep their CEOP certification current. This course work must be completed between August 1 and July 31 of each year to meet requirements for that year.**

Can I take a class a second time for re-certification credit?

- **Yes, after three years.**

Where can I find a Course Documentation Form?

- **On the TESA website.**