

STAFF TRAINING FOR EFFECTIVE MANAGEMENT

Check-Off List

Required classes for CEOP	# of Hours	Completed
Managing Change	6	
Effective Office Practices	6	
Basic Communication (Formerly Communications)	6	
Interpersonal Communication	6	
Profile for Success (Formerly Effective Communication in Organizations)	6	
Professional Growth Plan	3	
Choose 9 hours of training from the following classes for CEOP		
Assertiveness Training	3	
Customer Service	3	
Dialogue of Diversity	3	
Leadership Training & Team Building	3	
Professional Image	3	
Rules for Spelling/Proofreading	3	
Stress Management	3	
Telephone Skills	3	
Time Management	3	
Agenda for Personal & Organizational Imp.	6	
Business Grammar/Letter Writing	6	
Conflict Management	6	

A minimum 18 clock hours of self-directed study required for CEOP. Courses selected by the participant must be a minimum of 3 clock-hours on one job-related subject, taught in a classroom setting by a qualified instructor (e.g. college credit course, continuing education course, seminar, or TESA course not used for 9 hour requirement). You must submit a course documentation form with verification for each course.

Session Title	# of Hours	Date Completed

Name : _____

To receive your Certified Educational Office Professional certification you must: Complete the required clock-hours of coursework; submit a certification application and fee; and be a current member of TESA.

TESA Central Office cannot maintain STEM records for non-members. You will need to submit documentation for any coursework completed prior to becoming a TESA member.

Certification Update: Certification update consists of six (6) clock-hours of course study* per year for those CEOP recipients who wish to keep their CEOP certification current. This coursework must be completed between **August 1 and July 31** of each year to meet requirements for that year.

*May include TESA classes not taken for credit in the last three (3) years.