

**Certified Educational Office Professional Program for CISD  
In conjunction with**

**Texas Educational Support Staff Association**

**Process**

- I. Paraprofessional Responsibilities
  - A. Paraprofessional completes district application accompanied with letter of recommendation from supervisor/principal to apply for the program.
  - B. Paraprofessional becomes TESA member by submitting application and \$25 fee upon acceptance to the CEOP Program.
  - C. Paraprofessional must adhere to all rules and procedures established by TESA while obtaining CEOP certification.
  - D. Upon completion of Staff Training for Effective Management courses, the paraprofessional must submit the TESA STEM Certification Application and \$20 fee to TESA.
  
- II. District Responsibilities
  - A. District committee consists of Executive Director of Student Services or designee and at least two (2) district CEOP certified paraprofessionals.
  - B. District agrees to invest in fifteen (15) employees for each school year to include funding of all course and conference fees for accepted candidates. (Estimate of total courses required for certification, \$450; conferences average \$165 each plus accommodations)
  - C. Committee reviews applications, notifies employee, distributes course requirements and other information, and monitors progress of candidates.

**Regulations / Rules**

- A. Approved candidates should obtain CEOP certification and graduate within the current program year.
- B. Approved candidates are required to maintain annual requirements for CEOP certification. (Six hours)