



Missouri Interpreters Conference Test of English Proficiency (TEP) Checklist

Take the test—without the trip to Jefferson City!

Registration for the Test of English Proficiency (TEP) at the Missouri Interpreters Conference will be available on a first come, first served basis. Your spot will not be reserved until **all** of your paperwork (including payment) is received by MCDHH. Based on the number of testing registrations, sessions will be held on Saturday, October 2 from 8-10 a.m. and/or Sunday, October 3 from 1:30-3:30 p.m. Each session has a capacity of 15 participants. Please follow the instructions below to register.

☐ Print and complete these two forms:

1. [Interpreter Registry Information Form](#)
Include this form if you are new to our system. If in doubt, send the form.
2. [Application for MICS Written Test of English Proficiency \(TEP\)](#)

☐ Get both forms notarized. You must sign the forms in the presence of a Notary Public.

☐ Purchase a cashier's check or money order for \$50 (\$40 testing fee + \$10 application fee).
Make the check payable to MCDHH/BCI fund.

☐ Make a **legible** copy of your driver's license and include it with the payment and paperwork.
We will check it against your original driver's license when you arrive to test.

☐ Obtain a copy of your college transcript (proof of 30 hours of college-level courses). Send it.
If you are already MICS certified, you do not need to send transcripts.

☐ Check here if your permanent address is outside of Missouri.
We verify with other BEI states that you have not tested within the past six months.

☐ Rank your preferred testing appointment times.
Mark your first choice with "1" and your second choice with "2." If you would not accept an appointment during a certain testing time, leave that option blank.

___ Saturday, October 2 from 8-10 a.m.

___ Sunday, October 3 from 1:30-3:30 p.m.

☐ Mail the following to MCDHH: 1) notarized forms, 2) this checklist, 3) transcripts, 4) copy of your driver's license and 5) cashier's check or money order made payable to "MCDHH/BCI Fund" or a receipt for online payment from <https://magic.collectorsolutions.com/magic-ui/payments/mo-elem-secondary-education/2>. **Paperwork for the Interpreters Conference TEP must be submitted no later than September 20.** Registration is on a first come, first served basis.

Missouri Commission for the Deaf and Hard of Hearing
3216 Emerald Lane, Suite B
Jefferson City, MO 65109

Your test will not be scheduled until all paperwork and fees have been received
You will receive a confirmation email with your assigned testing time and valuable test instructions