



MCDHH Test of English Proficiency (TEP) Checklist Spring 2021 Offsite TEP Instructions

Go to www.mcdhh.mo.gov – click on “Certification” (top row) then click on “Forms” (4th bullet in right hand panel).

- Print and fill out (*but do not sign*) the first two forms in the list:
 - Interpreter Registry Information Form
Include this form if you are new to our system. If in doubt, send the form.
 - 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/money order for \$35 (\$25 testing fee + \$10 application fee) or pay online
Make the check payable to MCDHH/BCI fund or print a receipt of online payment form
<https://magic.collectorsolutions.com/magic-ui/payments/mo-elem-secondary-education/201901>
- Obtain a copy of your college transcript (proof of 30 hours of college-level courses needed for TEP; proof of 60 hours completed needed for Performance Test)
If you are already MICS certified, you don’t need to send transcripts.
- Make a legible copy of your driver’s license to include with your application.
Be sure to bring your real driver’s license to the test so we can verify they match.
- 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 the following testing appointment times based on your availability and preference, with 1 being your most preferred time slot. Do not rank appointment times that you are not available for. All listed appointments will be held at the Governor’s Office Building in Jefferson City.

Rank	Testing Date	Time	Paperwork Receipt Deadline	Eligibility
	Monday, May 24	9:00 a.m.	May 7	Any state
	Monday, May 24	1:00 p.m.	May 7	Any state
	Wednesday, May 26	9:00 a.m.	May 7	Any state
	Wednesday, May 26	1:00 p.m.	May 7	Any state

- Mail the following to MCDHH: 1) notarized forms, 2) this checklist, 3) transcripts, 4) driver’s license copy, and 5) cashier’s check/money order or receipt of online payment.

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

Once we receive your paperwork and fees, we will send you an email including:

- Date and time of your testing appointment
- Suggested study materials
- Additional information and instructions for your appointment