



MCDHH Test of English Proficiency (TEP) Checklist

Onsite 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 or money order for \$35 (\$25 testing fee + \$10 application fee) and *Make the check payable to MCDHH/BCI fund or print a receipt of online payment from <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 Written Test; proof of 60 hours completed needed for Performance Test)
If you are already MICS certified, you don’t 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.
- Mail the following to MCDHH: 1) notarized forms, 2) this checklist, 3) transcripts, 4) 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 offering times/dates that the test will be offered.
- You respond via email, selecting a time/date
- We send a second email:
 - confirming your appointment
 - suggesting material for you to study
 - providing additional instructions for the test

Note: Your test will not be scheduled until all paperwork and fees have been received