



Missouri Interpreters Conference Test of English Proficiency (TEP) Checklist

Take the test—without the trip to Jefferson City!

First, Print and complete these two forms:

- Interpreter Registry Information Form
<https://mcdhh.mo.gov/wp-content/uploads/sites/12/2016/07/Interpreter-Registry2.pdf>
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)
<https://mcdhh.mo.gov/wp-content/uploads/sites/12/2016/07/TEP-Application7.20.16.pdf>
- 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).
Make the check payable to MCDHH/BCI fund.
- Make a copy of your driver's license that we can read and include it with the payment and paperwork.
We will check it against the REAL driver's license you will bring with you when you 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 time(s). 1 is most desirable, 2 is least desirable. Leave unwanted times blank.
 ___ Saturday, October 20, 2:00 pm
 ___ Sunday, October 21, 12:45 pm
- 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/money order. **Paperwork for this the conference testing times must be submitted no later than October 12. 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
Attn: Dee Sanfilippo

**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**

