MCDHH Test of English Proficiency (TEP) Checklist

Offsite TEP Instructions
Go to www.mcdhh.mo.gov – click on "Certification," (top row) then click on "Forms" (4th bullet in right hand panel).

- O Print and fill out (***but do not sign)*** the first two forms in the list:
  - o Interpreter Registry Information Form
    Include this form if you are new to our system. If in doubt, send the form.
  - o Application for MICS Written Test of English Proficiency (TEP)
- O Get both forms notarized. You must sign the forms in the presence of a Notary Public.
- O Purchase a cashier's check or money order for $35 ($25 testing fee + $10 application fee).
  Make the check payable to MCDHH/BCI fund.
- O 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.
- O 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.
- O 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.
- O 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.

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 confirming receipt of your application.
- We send a second email:
  - o confirming the date, time, and location of your testing slot
  - o suggesting material for you to study
  - o providing additional instructions for the test

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