



MCDHH Test of English Proficiency (TEP) Checklist

- Interpreter Registry Information Form **AND** 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.
- Cashier's check or money order for \$50 (\$40 testing fee + \$10 application fee). ***If you are an out-of-state resident, you will need to pay the \$35 out-of-state fee.*** Online payments can be made at: <https://magic.collectorsolutions.com/magic-ui/payments/mo-elem-secondary-education/201901>
Make the check payable to MCDHH/BCI fund.
- College transcripts (***Unofficial copies are acceptable***)
TEP requires 30 college credit hours
Performance requires 60 college credit hours
If you are already MICS certified, you don't need to send transcripts
- Mail the following to MCDHH: 1) notarized forms, 2) this checklist, 3) transcripts, and 4) cashier's check/money order or confirmation 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 and providing additional instructions for the test.

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