



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



MICS TEP APPLICATION

(Test of English Proficiency)

Missouri Commission for the Deaf and Hard of Hearing

3216 Emerald Lane, Suite B · Jefferson City, MO 65109

(573) 526-5205

Instructions: Return the completed and notarized form along with the testing fee of \$40.00 (plus the \$10.00 application fee and \$35.00 out-of-state process fee (if applicable) to MCDHH. Fee payment must be in the form of a cashier's check or money order made payable to "MCDHH/BCI Fund" or a receipt for online payment from <https://magic.collectorsolutions.com/magic-ui/payments/mo-elem-secondary-education/201901>. **NO PERSONAL CHECKS WILL BE ACCEPTED.**

APPLICANT INFORMATION:

Name: _____	Previous Name(s): _____
SNN: _____	Date of Birth: _____
Phone: () _____	Alt. Phone: () _____
Current address: _____	
Street Address	

City, State, Zip Code	
Email: _____	

QUALIFYING QUESTIONS:

Are you currently MICS certified?

Yes (If you marked 'yes', you are exempt from the educational requirements (5 CSR 100-200.050)

No (If you marked 'no', please submit proof of 30 college credit hours. (Unofficial transcripts accepted)

Have you taken the TEP previously?

No

Yes Date: _____ Location: _____

I, the above named applicant, being first duly sworn upon my oath, state as follows:
 I have personally completed the foregoing application truthfully and without omission.

The information and answers contained in the foregoing application and any attachments thereto are true to the best of my knowledge and belief. I will not intentionally divulge confidential information relating to the certification process, including content, topic, vocabulary, skills and/or any other testing material.

I will comply with state laws, rules and regulations of the Board of Certification of interpreters and I will make this affidavit knowingly, and any false statement or material omission herein subjects me to criminal penalties under section 575.050 RSMo.

MUST BE SIGNED IN PRESENCE OF NOTARY	APPLICANT SIGNATURE	DATE
Notary Public Embossed Seal or Stamp	STATE	COUNTY (or City of St. Louis)
	SUBSCRIBED AND SWORN BEFORE ME, THIS	
	DAY OF _____ 20	
	NOTARY PUBLIC SIGNATURE	My Commission Expires
NOTARY PUBLIC NAME (Typed or Printed)		

