



State of Missouri  
Missouri Commission for the Deaf and Hard of Hearing  
3216 Emerald Lane, Suite B, Jefferson City, MO 65109  
(573) 526 – 5205



## TEST OF ENGLISH PROFICIENCY (TEP) CHECKLIST

- Interpreter Registry Information Form  
Link: <https://mcdhh.mo.gov/interpreter-info/> under MICS Forms
- Application for MICS Written Test of English Proficiency (TEP)
- \$50 (includes application fee)
- If you are an out-of-state resident, you will need to pay the additional of \$35 out-of-state fee (total of \$85).
- Online payments can be made at:  
<https://magic.collectorsolutions.com/magic-ui/en-US/Login/mo-elem-secondary-education>
- 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.
- A photocopy of driver's license or state-issued ID.
- Mail the following to MCDHH:
  - 1) Interpreter Registry Information Form
  - 2) TEP Form
  - 3) Transcripts
  - 4) Confirmation receipt of online payment
  - 5) A photocopy of Driver's license or state-issued ID

Missouri Commission for the Deaf and Hard of Hearing, Attn: MICS Coordinator  
3216 Emerald Lane, Suite B Jefferson City, MO 65109

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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.



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## TEST OF ENGLISH PROFICIENCY (TEP) APPLICATION

I. APPLICANT INFORMATION:			
Name:	Previous Name(s):		
Address:	City:	State:	Zip Code:
Phone:			DOB:
Email:			
II. QUALIFYING QUESTIONS:			
<p>Are you currently MICS certified?</p> <p><input type="checkbox"/> Yes – you are exempt from the educational requirements (5 CSR 100-200.050)</p> <p><input type="checkbox"/> No – please submit proof of 30 college credit hours. (Unofficial transcripts accepted)</p>			
<p>Have you taken the TEP previously?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – Date: _____ Location: _____</p>			
III. AFFIDAVIT OF APPLICANT:			
<p>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.</p>			
Applicant Signature:			Date:
IV. INSTRUCTIONS:			
<p>Submit the Interpreter Registry Information and TEP form, Transcripts, Confirmation receipt, and a photocopy of a valid driver's license or state-issued ID to MCDHH. All fees must be paid online at the MCDHH website: <a href="https://magic.collectorsolutions.com/magic-ui/en-US/Login/mo-elem-secondary-education">https://magic.collectorsolutions.com/magic-ui/en-US/Login/mo-elem-secondary-education</a>. Fees, in total, for the TEP Exam are \$50 for Missouri residents, and \$85 for out-of-state testers. Documents can be sent to the following address: MCDHH, Attn: MICS Coordinator, 3216 Emerald Lane, Suite B, Jefferson City, MO 65109.</p> <p style="text-align: center;"><b>NO PERSONAL CHECKS, CASHIER'S CHECKS, AND MONEY ORDERS WILL BE ACCEPTED.</b></p>			
Date Received:	Confirmation Number:	Fee Paid:	Received By: