

# Express Employment Professionals Business Office Technology Certification

**Aligned Program of Study:** Business Management and Office Management

## Description

The [Express Employment Professional Business Office Technology Certification](#) is offered by Express Employment Professionals, a premier staffing agency in the United States, Canada, and South Africa that specializes in recruiting and placing skilled professionals in various industries requiring basic knowledge of business office technology. Founded in 1983, the company has over 800 franchise locations and employs more than 566,000 people worldwide. This certification prepares individuals to master key industry standards, including, for example, operating systems & networking, web ethics & issues, ISP, social media, Microsoft applications, telecommunication, teleconferencing, and business ethics. This certification prepares individuals to implement core technology and business skills in the workplace.

## Certification Information

Test Owner

Express Employment Professionals

1-800-4057 or (405) 840-5000

[onlineinfo@expresspros.com](mailto:onlineinfo@expresspros.com)

<https://www.expresspros.com>

Testing Sites/Centers

The exam must be proctored in a controlled environment, and the proctor must review and verify all exam procedures, as well as provide electronic documentation through the exam platform.

Registration Procedures

Individuals can use the [information request form](#) to receive more information on how to register for this certification exam.

## Preparing to offer the certification

Exam Details

The exam consists of 100 questions in various formats, including multiple-choice, sort order, diagramming, matching, labeling, and other miscellaneous question types. The exam questions assess the following: office technology skills, word processing applications, digital presentation applications, spreadsheet applications, database applications, desktop publishing programs, workplace communications strategies, ethical applications in the workplace.

**Vendors with Data Sharing MOU with TDOE**

Materials, resources, registration, testing sites, test details, and prices vary by vendor.	
Identified Vendor	Contact Information
<a href="#">iCEV Multimedia, Ltd.</a>	iCEV Multimedia, Ltd. 1-800-922-9965 <a href="https://www.icevonline.com/">https://www.icevonline.com/</a>