

**REQUIREMENTS FOR THE PROFESSIONAL STANDARDS PROGRAM CERTIFICATES
ISSUED BY NAEOP**

OPTION I

CERTIFICATE LEVEL	EDUCATION Admission Requirement: Graduation from High School or Certification of Equivalency See page 7 for listing of subject areas	PROFESSIONAL ACTIVITY Point values listed on page 9	
		Form IIIa Inservice Training	Form IIIb Association Responsibility
		Hours Required	Points Required
Basic	Course documentation for any 5 courses in listed areas	60	10
Associate Professional	Course documentation for any 8 courses in listed areas	60	10
Advanced I	Course documentation for any 11 courses in listed areas	60	10
Advanced II	Course documentation for any 14 courses in listed areas	60	10
Advanced III	Course documentation for any 17 courses in listed areas	60	10

Distinction of Certified Educational Office Employee (CEOE)	Application may be made after successful completion of Option I requirements for Advanced III, Professional Standards Program Certificate. See page 13 for guidelines for completion of Form VII, <i>Application for Distinction of Certified Educational Office Employee (CEOE)</i> .
Recertification or Upgrading of PSP certificate level	The current highest-level PSP certificate achieved must be upgraded or recertified every five years to be considered current by NAEOP. See page 12.
WORK EXPERIENCE <i>4 years</i>	<i>Four years</i> experience is required for all Professional Standards Program certificates. A fiscal or an academic year in an educational office is considered one year of experience. A year of teaching is considered one year of experience. Each two years of work experience in office areas other than education is considered one year of experience.

**REQUIREMENTS FOR THE PROFESSIONAL STANDARDS PROGRAM CERTIFICATES
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OPTION II

CERTIFICATE LEVEL	EDUCATION Admission Requirement: Graduation from High School or Certification of Equivalency	PROFESSIONAL ACTIVITY Point values listed on page 9	
		Form IIIa Inservice Training	Form IIIb Association Responsibility
		Hours Required	Points Required
Basic	30 semester credit hours or 60 quarter credit hours of college work	60	10
Associate Professional	60 semester credit hours or 90 quarter credit hours of college work	60	10
Associate Degree	Must hold an Associate Degree	60	10
Advanced I	90 semester credit hours or 120 quarter credit hours of college work	60	10
Advanced II	100 semester credit hours or 130 quarter credit hours of college work	60	10
Advanced III	110 semester credit hours or 140 quarter credit hours of college work	60	10
Bachelor Degree	Must hold a Bachelor Degree	60	10
Master Degree	Must hold a Master Degree	60	10
Doctoral Degree	Must hold a Doctoral Degree	60	10

Distinction of Certified Educational Office Employee (CEOE)	Application may be made after successful completion of Option II requirements for Associate Degree, Advanced I, Advanced II, Advanced III, Bachelor Degree, Master Degree, or Doctoral Degree Professional Standards Program Certificate. See page 13 for guidelines for completion of Form VII, <i>Application for Distinction of Certified Educational Office Employee (CEOE)</i> .
Recertification or Upgrading of PSP certificate level	The current highest-level PSP certificate achieved must be upgraded or recertified every five years to be considered current by NAEOP. See page 12.
WORK EXPERIENCE <i>4 years</i>	<i>Four years</i> experience is required for all Professional Standards Program certificates. A fiscal or an academic year in an educational office is considered one year of experience. A year of teaching is considered one year of experience. Each two years of work experience in office areas other than education is considered one year of experience.