

National Association of
Educational Office Professionals'
**Professional
Standards
Program**



A Certification Program for Educational Office Professionals



**National Association of
Educational Office Professionals**

Revised 01.18

**National Association of
Educational Office Professionals'**

Professional Standards Program

PSP

A Certification Program for Educational Office Professionals



National Association of
Educational Office Professionals

National Association of Educational Office Professionals

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To the Educational Office Professional:

The members of the Board of Directors of the National Association of Educational Office Professionals (NAEOP) are pleased you have shown an interest in the Professional Standards Program (PSP), a certification program sponsored by NAEOP. We encourage you to set a goal now to attain a PSP certificate and ultimately earn the distinction of Certified Educational Office Employee (CEOE). The recertification component of PSP was established May 15, 2002. All certificates must be recertified or upgraded every five years according to the guidelines to be considered current by NAEOP.

After reviewing the information contained in this booklet, should you feel you need assistance with regard to the program, please do not hesitate to contact the NAEOP PSP Chairman, the PSP Registrar, any member of the NAEOP PSP Governing Board or Committee, or your local/area/state PSP Chairman.

The mission of NAEOP is to provide professional growth through leadership, education, achievement, recognition and networking opportunities for educational office professionals.

Each educational office professional shows pride in our profession by setting a goal to attain a PSP certificate, and upon successful completion of each level of the Program or recertification will be among the best and will have met the challenge of excellence. We wish you only the best and know that you will continue to grow professionally.

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The Professional Standards Program guidelines and criteria contained in this booklet are developed to assist and encourage participation in the program.

For additional assistance, please contact your local, state, or National PSP Chairman, or the NAEOP PSP Registrar (pspregistrar@naeop.org) or visit web site: www.naeop.org.

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A CERTIFICATION PROGRAM FOR EDUCATIONAL OFFICE PROFESSIONALS

The Professional Standards Program (PSP) is a voluntary program established by the National Association of Educational Office Professionals (NAEOP) to encourage educational office professionals to grow professionally. The privilege of participation will be open to active and retired members only.

The program is designed as a series of five levels in Option I and nine levels in Option II. The awarding of a certificate based on education, experience, and professional activity recognizes each level of achievement in the program. The current highest-level certificate must be recertified five years from issue date or upgraded according to the guidelines to be considered current by NAEOP.

A member who applies for and/or currently holds the Advanced III, Option I, or Associate Degree or higher under Option II is qualified to apply for the distinction of Certified Educational Office Employee (CEOE).

The Program is governed by the Professional Standards Program governing body, referred to as the Governing Board. The PSP Committee makes recommendations to the Governing Board. The final decision is made by the NAEOP Board of Directors.

NOTE: The information, directions, and forms contained in this handbook are comprehensive and current; however, we reserve the right to make evaluations and decisions on a case by case basis when necessary.

ENDORSEMENTS

The Professional Standards Program is endorsed by:

- National Association of Secondary School Principals
- Association of School Business Officials International
- National Association for Public Relations Association
- National Association of Elementary School Principals
- American Association of School Administrators

The underlying concepts of the Program are endorsed by:

- American Association for Adult and Continuing Education

**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)	Once a member meets the requirements for Advanced III, Option I, Professional Standards Program Certificate, she/he may apply for CEOE at the same time or at a later filing date. 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 within five years to be considered current by NAEOP. All current PSP certificates must be recertified or upgraded every five years. See page 12.
WORK EXPERIENCE 4 years	Four years office experience is required for all Professional Standards Program certificates with a minimum of two years in an educational office. 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.

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

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)	Once a member meets the requirements for Associate Degree, Advanced I, Advanced II, Advanced III, Bachelor Degree, Master Degree, or Doctoral Degree Professional Standards Program Certificate, Option II, she/he may apply for CEOE at the same time or at a later filing date. 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 within five years to be considered current by NAEOP. All current PSP certificates must be recertified or upgraded every five years. See page 12.
WORK EXPERIENCE 4 years	<i>Four years' experience is required for all Professional Standards Program certificates with a minimum of two years in an educational office. 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.</i>

PROFESSIONAL STANDARDS PROGRAM

ELIGIBILITY

Active and retired members of the National Association of Educational Office Professionals (NAEOP) may apply for admission to the Professional Standards Program. NAEOP encourages membership in local and state associations for educational office professionals, but it cannot require such membership.

ADMISSION REQUIREMENTS

A high school diploma or its equivalent is required for admission to the Program.

The application for admission to the Professional Standards Program is included in this booklet. Follow the *Instructions for Enrolling in the Professional Standards Program*. Complete and submit the appropriate forms with the application fee to the NAEOP Registrar of the Professional Standards Program.

DATES FOR FILING

September 15 January 15 May 15
Applications may be filed with the PSP Registrar at any time.

APPLICATION MUST BE POSTMARKED ON OR BEFORE FILING DATE.

RECIPIENT RECOGNITION

The date on the certificate will reflect the final date of the filing period. The PSP recipient recognition is given at the Professional Standards Program Banquet during the NAEOP Annual Conference held each year during the month of July.

Upon approval by the NAEOP Board of Directors, certificates will be mailed to recipients. Administrators will be notified, provided recipient completes the notification form received from the PSP Registrar.

RECERTIFICATION OR UPGRADING

The current highest-level PSP certificate issued must be upgraded or recertified every five years to be considered current by NAEOP.

I. EDUCATION

The education requirements for certificates vary. Education credit is cumulative from one certificate to another. All education courses may be considered from time of graduation from high school.

Two options are available for meeting education requirements for Basic, Associate Professional, Advanced I, Advanced II, and Advanced III certificates.

Education courses must be a minimum of 30 classroom hours, three CEUs, two semester credit hours or three-quarter credit hours. A maximum of five courses in related subject matter may be combined to equal required 30 classroom clock hours.

- 1 CEU = 10 classroom clock hours
- 1 semester credit hour = 15 classroom clock hours
- 1 quarter credit hour = 10 classroom clock hours

Courses must be documented by an official sealed college transcript or a signed certificate of completion from the granting institution. For any documentation other than transcripts, the certificates must include authorized signature, name of course, date(s) and total number of clock hours completed, or an official course description stating such attached to the certificate. Official transcripts may be emailed directly from the college or institution to the PSP Registrar at pspreistrar@naeop.org.

A. OPTION I

Applicants meeting education requirements under Option I may complete course work through any one or a combination of two or more of the following:

1. Adult Education

- a. Course approval should be obtained prior to enrollment by completing Form IX, and submitting it to the NAEOP Registrar.
- b. Each course must be a minimum of 30 classroom clock hours. No more than five (5) courses in related subject matter may be combined to equal the 30 classroom clock hours.
- c. Acceptable documentation for verifying successful completion of a course is:
 - (1) An official transcript.
 - (2) A certificate.
 - (3) A letter from the instructor.
- d. To allow for more in-depth pursuit of a subject because of job requirements or personal interest, some subject areas are stated below. These are not intended to be the only courses allowed. Other courses may be approved by the NAEOP Registrar as requested by applicants.

Business	Health/Physical Education
Business Administration	Language
Communications/Media	Management
Computer Science	Mathematics
Cultural/Historical	Science
Education	Social Science
Engineering	

2. Continuing Education Units (CEU)

Each course must be a minimum of three (3) CEUs (1 CEU equals 10 classroom hours). Each course must be a minimum of 30 classroom clock hours. For courses less than 30 hours, no more than five (5) courses in related subject matter may be combined to equal the 30 classroom clock hours.

3. Inservice Courses

Organized educational inservice courses offered by school systems are acceptable to meet 30 classroom clock hour requirements. Official documentation of the 30-classroom clock hour course is required.

Each course must be a minimum of 30 classroom clock hours. For courses less than 30 hours, no more than five (5) courses in related subject matter may be combined to equal the 30 classroom clock hours.

4. College-Level Examination Program (CLEP)

Applicants meeting educational requirements under Option I may take tests prepared by the Educational Testing Service for the College-Level Examination Program (CLEP) which are administered at colleges and universities across the country. For information, registration forms, and locations of testing, contact CLEP, PO Box 6600, Princeton NJ 08541-6600; phone 800-257-9558; FAX 609-771-7088; or clep@info.collegeboard.org.

Applicants may choose from any offered CLEP tests.

5. Colleges and Universities

- a. College credits in any field may be earned through accredited colleges and universities. See NOTE below.
- b. An official transcript from the institution is acceptable documentation.
- c. Each course must be a minimum of 30 classroom clock hours. For courses less than 30 hours, no more than five (5) courses in related subject matter may be combined to equal the 30 classroom clock hours.
- d. If a Business College is no longer in existence and no transcript is available, provide copy of diploma with course(s) description from catalog available from some libraries or state board of higher education. If information cannot be obtained, credit may be granted for a maximum of 10 classes if copy of a diploma is submitted.
- e. Courses taken for audit only do not qualify for education credit, but courses may be used for hours on Form IIIa *Inservice Training in Seminars and Workshops*.

NOTE: When college courses are used to fulfill Option I requirements, a minimum of two (2) semester credit hours or three (3) quarter credit hours is required for each course. No more than five (5) courses in related subject matter may be combined to equal the required credit hours.

6. Institutes

Two 15-hour NAEOP Institute courses may be used to meet one 30-classroom clock hour course.

7. Internet Courses

Internet courses provided by institutions of higher learning, professional organizations or professional businesses recognized by the certifying association of higher learning may be used to meet the 30-classroom clock hour requirement. Official signed documentation is required. Advance approval of course by NAEOP PSP Registrar is recommended, using Form IX, *Application for Course to be used Under Option I*.

8. Other Courses

Audiocassette courses or videocassette courses without documented proof of a controlled classroom setting are not acceptable. Religious courses are acceptable only if offered by an accredited college and recorded on a transcript. Audited courses are not acceptable for education credit. Recreation courses, i.e., golf, aerobics, weight training, skiing, dancing, painting, drawing, weaving, etc., are acceptable only if offered by an accredited education institution and recorded on an official transcript. Weight Watchers is not acceptable as either education or inservice courses. On-the-job training is not acceptable as an inservice or education course.

If a course will not be completed by the filing deadline, the applicant may ask the instructor to write a letter (postmarked by the deadline) stating that the applicant is enrolled in the course and will receive a passing grade. The letter must state the number of hours, name and date of course, and sponsoring institution/organization. After completion of the course, a transcript or certificate of completion must be sent to the PSP Registrar prior to issuance of certificate.

B. OPTION II - College Credit Only

Applicants meeting education requirements under Option II may use college credit only.

1. Colleges and Universities

Educational institution must be approved by a professional accrediting body.

2. Official Transcripts

Applicants meeting education requirements under Option II must submit official transcripts from all colleges/universities attended. Official transcripts may be emailed directly from the college or institution to the PSP Registrar at pspreistrar@naeop.org.

II. EXPERIENCE

Four years office experience is required for all Professional Standards Program certificates. A minimum of two years must be in an educational office. 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.

Work experience may be considered from time of graduation from high school. Experience credit is cumulative from one certificate to another. Be sure to list the office or job title under experience.

III. ADMINISTRATOR EVALUATION

Applicant must reflect an "Average" or above rating on Form II, *Administrator's Evaluation*. The administrator must be the current or previous supervisor within the past two (2) years.

IV. PROFESSIONAL ACTIVITY

Associations with unified leadership and with members who continually strive to improve their competence are two of the identifying criteria of a professional group. The Professional Standards Program recognizes the significance of these criteria by requiring Professional Activity points or hours for each certificate:

- Form IIIa *Inservice Training in Seminars/Workshops*..... 60 hours
- Form IIIb *Association Responsibility* 10 points

In establishing a record for points and/or hours earned under Professional Activity and to earn a FIRST certificate, an applicant may submit any points and/or hours earned since July 1, 1980. All approved Professional Activity points and/or hours filed in excess of the required points on each of Forms IIIa and IIIb will be applied toward upgrading to the next certificate level.

The PSP applicant shall have the responsibility of obtaining verification of participation from the sponsoring organization.

A. INSERVICE TRAINING – Form IIIa

Hours may be earned through attendance at the following professional inservice training programs since July 1, 1980:

Conferences	Conventions	Business Meetings
Institutes	Noncredit courses	
Workshops	Audited courses	

These programs may be sponsored by local, area, county, and/or state associations for educational office professionals; the National Association of Educational Office Professionals; and/or an educational system or district. They may also be sponsored by specialized, work-related, professional associations.

Affiliated educational office professionals associations are expected to submit Form VIII, *Application for Approval of Inservice Training Program*, prior to presenting the program. The approved hours may be noted on promotional material. Most classes offered or required by school districts, as well as professional development offered by state and local associations for educational office professionals, will usually be approved for inservice hours. This form is primarily for affiliates to use to obtain approval, but may also be used if an applicant will be attending a class/workshop and is unsure about its appropriateness for PSP.

The PSP applicant shall have the responsibility of obtaining verification of participation from the sponsoring organization. Copies of signed documentation need to be submitted with application.

Inservice Training - Form IIIa.....60 hours needed

B. ASSOCIATION RESPONSIBILITY – Form IIIb

Points may be earned by membership and participation in any local, area, county, state, and/or national associations for educational office professionals. A maximum of five points may be used for participation in other education-related associations (i.e., PTA membership and participation and/or participation in an education-related union). However, if an education-related union is affiliated with NAEOP, the five-point limitation is waived. Civic and volunteer organizations do not qualify (i.e., auxiliary organizations, Jaycees, sororities, Boy Scouts, Girl Scouts, little league, advisory committees, etc.). The PSP Registrar is not familiar with all acronyms of associations so write out the names of each association.

The following points will be counted:

- Membership (per association, per year) 1 point
- Participation as a:
 - Elected Officer 2 points
 - Committee Chairman 2 points
 - Committee Member 1 point
 - Workshop/Seminar Leader or Keynote speaker
(Each completed presentation) 1 point
 - Advisor to NAEOP member serving as an officer
on local, state, or NAEOP board of directors.....1 point

Association Responsibility - Form IIIb..... 10 points needed

V. APPLICATION FEE

The application fee must be paid by credit card, check or money order payable to NAEOP and mailed to the National Association of Educational Office Professionals, 1841 S. Eisenhower Ct., Wichita, KS 67209.

- Application fee is mailed with Form I, Form II, IIIa, and IIIb includes the cost of enrollment fee, certificate, and notification to administrator.....**\$45.00**
- Fee is not refundable.

**VISA, MasterCard & Discover are accepted for membership dues and fees for PSP, CEOE and Recertification.
A \$5 convenience fee will be added to all credit card, debit and P-cards used for payment.**

VI. APPEALS PROCESS

An applicant has the right to question the decision of the PSP Registrar relative to the level of certificate to be awarded or any requirement for qualification on Form I, Form II, Form IIIa, Form IIIb, or any other forms related to the program.

- Only the applicant can appeal. No other individual or association (local or state) has this right.
- Appeal request letters are normally written directly to the PSP Registrar; however, they may also be written to the PSP Chairman or the NAEOP President. They will forward it to the PSP Registrar. The PSP Registrar will in kind notify the PSP Chairman and NAEOP President of a pending appeal.
- The PSP Registrar will review the appeal letter, the application, relevant material and communications. The PSP Registrar will communicate with the applicant to resolve the issue. If the PSP Registrar can solve the concern satisfactorily, the appeal will be dropped. This is to be communicated in writing to the applicant, the PSP Chairman and the NAEOP President.
- If there is no resolution at this level, copies of the appeal letter, the application and all relevant material and communications are to be mailed to the Governing Board members for their review. This is to be done several weeks prior to the July Governing Board meeting. The appeal will be placed on the July Governing Board meeting agenda for discussion.
- The PSP Chairman will present a written recommendation stating the decision of the Governing Board members to the NAEOP Board of Directors at its meeting for a vote.
- The PSP Chairman advises the applicant in writing of the final decision following the NAEOP Board of Directors' meeting.

The PSP Committee Chairman and the PSP Governing Board are under the direction of the NAEOP Board of Directors and the PSP Registrar is an employee of the NAEOP. The NAEOP Board of Directors has the right to agree with or reverse the decision of the PSP Governing Board.

PROFESSIONAL STANDARDS PROGRAM UPGRADING OF PSP CERTIFICATE LEVEL

Upgrading of a certificate provides the opportunity for continued recognition of professional growth. For a certificate to be considered current by NAEOP, members must upgrade their highest-level PSP certificate level five years from the anniversary date of issue or recertify at the current level every five years, according to the Recertification guidelines established May 15, 2002.

I. ELIGIBILITY REQUIREMENTS

The applicant must be an *active or retired* member of the National Association of Educational Office Professionals and complete requirements for a higher PSP certificate level. Recertification does not apply to the CEOE distinction.

II. APPLICATION FORMS

- Form IV - *Application for Upgrading of PSP Certificate Level*
- Form II - *Administrator's Evaluation of Applicant*
- Form IIIa - *Professional Activity Record – Inservice Training in Seminars and Workshops*
- Form IIIb - *Professional Activity Record of National, State, and Local Association Responsibility*

III. DATES FOR FILING

September 15 January 15 May 15

Application should be filed with the PSP Registrar within the five years from issue date of current highest-level PSP certificate. The application may be filed at any time.

APPLICATION MUST BE POSTMARKED ON OR BEFORE FILING DATE.

IV. RECIPIENT RECOGNITION

Upon approval by the NAEOP Board of Directors, certificate will be mailed to recipient. The date on the certificate will reflect the date of the filing period. Administrator will be notified, provided recipient completes the notification form received from the PSP Registrar.

The PSP recipient recognition is given at the Professional Standards Program Banquet during the NAEOP Annual Conference held each year during the month of July.

V. APPLICATION FEE

The application fee must be paid by credit card, check or money order payable to NAEOP and mailed to the National Association of Educational Office Professionals, 1841 S. Eisenhower Ct., Wichita, KS 67209.

- Application fee is mailed with Form IV - *Application for Upgrading of PSP Certificate Level*, Form II, IIIa, and IIIb includes the cost of enrollment fee, certificate, and notification to administrator.\$45.00
- Fee is not refundable.

**VISA, MasterCard & Discover are accepted for
membership dues and fees for PSP, CEOE and Recertification.
A \$5 convenience fee will be added to all credit card, debit
card and P-cards used for payment.**

PROFESSIONAL STANDARDS PROGRAM RECERTIFICATION

Established May 15, 2002, recertification provides the opportunity for continued recognition of professional growth. For a PSP certificate to be considered as current by NAEOP, members must recertify their highest-level PSP certificate every five years or upgrade to a higher PSP level. Recertification applies to all PSP certificate levels, but not to the Certified Educational Office Employee (CEOE) Distinction.

I. ELIGIBILITY REQUIREMENTS

The applicant must be an active or retired member of the National Association of Educational Office Professionals for five continuous years, complete sixty (60) hours of continuing education (any combination of continuing education courses, workshops, or seminars), and obtain ten (10) points of Association Responsibility within these five years. Inservice hours from the previous applications do not carry over for recertification purposes. Recertification does not apply to the CEOE distinction.

II. APPLICATION FORMS

- Form V – *Application for Recertification of PSP Certificate Level*
- Form VI – *Continuing Education for Recertification*
- Form VIa – *National, State, Local Association Responsibility for Recertification*

III. DATES FOR FILING

September 15 January 15 May 15

Application should be filed with the PSP Registrar five years from issue date of current highest-level PSP certificate.

APPLICATION MUST BE POSTMARKED ON OR BEFORE FILING DATE.

IV. RECIPIENT RECOGNITION

Upon approval by the NAEOP Board of Directors, certificate will be mailed to recipient. The date on the certificate will reflect the date of the filing period. Administrator will be notified, provided recipient completes the notification form received from the PSP Registrar.

V. APPLICATION FEE

The application fee must be paid by credit card, check or money order payable to NAEOP and mailed to the National Association of Educational Office Professionals, 1841 S. Eisenhower Ct., Wichita, KS 67209.

- Application fee is mailed with Form V- *Application for Recertification of PSP Certificate Level* and Form VI- *Continuing Education for Recertification* and includes the cost of enrollment fee, certificate, and notification to administrator. **\$25.00**
- Fee is not refundable.

**VISA, MasterCard & Discover are accepted for
membership dues and fees for PSP, CEOE and Recertification.**

**A \$5 convenience fee will be added to all credit card, debit
card or P-cards used for payment.**

**PROFESSIONAL STANDARDS PROGRAM
CERTIFIED EDUCATIONAL OFFICE EMPLOYEE (CEOE)**

The distinction of Certified Educational Office Employee (CEOE) was approved in 1980. Application for CEOE may be submitted upon attainment of Advanced III, Option I, or Associate Degree or higher, Option II. Once a member completes the requirements for the appropriate certificate level, she/he may apply for CEOE at the same time or at a later filing date.

I. ELIGIBILITY REQUIREMENTS

The applicant must be an active or retired member of the National Association of Educational Office Professionals and have completed requirements for the Advanced III, Option I; or Associate Degree or higher under Option II.

II. APPLICATION FORM

Form VII - *Application for Distinction of Certified Educational Office Employee - CEOE*

III. DATES FOR FILING

September 15 January 15 May 15
Applications may be filed with PSP Registrar at any time.

APPLICATION MUST BE POSTMARKED ON OR BEFORE FILING DATE.

IV. RECIPIENT RECOGNITION

Upon approval by the NAEOP Board of Directors, certificate will be mailed to recipient. The date on the certificate will reflect the final date of the filing period. Administrator will be notified, provided recipient completes the notification form received from the PSP Registrar.

The CEOE recipient recognition is given at the Professional Standards Program Banquet during the NAEOP Annual Conference held each year during the month of July.

IV. APPLICATION FEE

The application fee must be paid by credit card, check or money order payable to NAEOP and mailed to the National Association of Educational Office Professionals, 1841 S. Eisenhower Ct., Wichita, KS 67209.

- Application fee is mailed with Form VII - *Application for Distinction of Certified Educational Office Employee* and includes the cost of enrollment fee, certificate, ribbon, CEOE guard, and notification to administrator.
.....\$55.00

**VISA, MasterCard & Discover are accepted for
membership dues and PSP, CEOE and Recertification fees.
A \$5 convenience fee will be added to all credit card, debit
card or P-cards used for payment.**

APPLICATION FORMS

- **FORM I, page 1** *Record of Experience*
A PSP applicant must be a member of NAEOP.
- **FORM I, page 2** *Education*
- **FORM II** *Administrator's Evaluation of Applicant*
Administrator must be current supervisor or previous supervisor within the past two years.
- **FORM IIIa** *Professional Activity Record*
Inservice Training in Seminars and Workshops
(signature of applicant on form must be notarized and signed documentation attached*)
- **FORM IIIb** *Professional Activity Record of National, State, and Local Association Responsibility*
(signature of applicant on form must be notarized and signed documentation attached*)
- **FORM IV** *Application for Upgrading of PSP Certificate Level*
Form IV is used by members who have already earned a Professional Standards Program certificate and wish to qualify for a higher level. It provides information relative to the additional Education, Experience, and Professional Activity points since issuance of the previous certificate. (Points earned through Education, Experience, and Professional Activity are cumulative from one certificate to another. Points filed in excess of required points for Professional Activity on Forms IIIa and IIIb will be applied toward the next certificate level.) A PSP applicant must be a member of NAEOP.
- **FORM V** *Application for Recertification of PSP Certificate Level*
Form V is used for application of recertification of current highest PSP certificate level.
- **FORM VI** *Continuing Education for Recertification* (signature of applicant on form must be notarized and signed documentation attached*)
- **FORM VIa** *National, State, Local Association Responsibility for Recertification* (signature of applicant on form must be notarized and signed documentation attached*)
- **FORM VII** *Application for Distinction of Certified Educational Office Employee*
The distinction of Certified Educational Office Employee (CEOE) requires attainment of the Advanced III, Option I, or Associate Degree or higher under Option II. Application for CEOE may be made at the same time application is made for PSP certification or at a later filing date. A CEOE applicant must be a member of NAEOP.
- **FORM VIII** *Application for Approval of Inservice Training Program*
 - Affiliated educational office professionals associations are expected to submit Form VIII prior to presenting the program. The approved hours may be noted on promotional material. Most classes offered or required by school districts, as well as professional development offered by state and local associations for educational office professionals, will usually be approved for inservice hours. This form is primarily for affiliates to use to obtain approval, but may also be used if an applicant will be attending a class/workshop and is unsure about its appropriateness for PSP.
- **FORM IX** *Approval for Course to be Used Under Option I*
Form IX is used for prior approval for any course listed under Option I on page 7 to meet the education requirement.

*Signed documentation verifying points and/or hours submitted on Forms IIIa, IIIb, and VI must be attached. The local or state PSP Chairman or the president of the local or state association must verify the points and/or hours, according to the documents attached to Forms IIIa, IIIb, and VI. If the applicant holds any of the offices listed above, it is not permissible to verify his/her own forms. In the event there is no local or state association, the NAEOP PSP Registrar, the NAEOP PSP Chairman, as well as any member of the PSP Governing Board can verify points and/or hours.

APPLICATION FEES

Application fees may be paid by credit card, check or money order payable to NAEOP-PSP and mailed to the National Association of Educational Office Professionals, 1841 S. Eisenhower Ct., Wichita, Kansas 67209. VISA, MasterCard & Discover are accepted for membership dues and fees for PSP, CEOE and Recertification. A \$5 convenience fee will be added to all credit card, debit card or P-cards used for payment.

NOTE: Should there be a lapse in membership before the completion of the PSP program, **you are required** to submit another application fee when membership is renewed.

- Application fee is mailed with Forms I, II, IIIa, and IIIb, and is not refundable. **\$45.00**
- Application fee is mailed with Form IV, *Application for Upgrading of PSP Certificate Level*, along with Forms II, IIIa, and IIIb, and is not refundable. **\$45.00**
- Recertification of PSP certificate application fee is mailed with Form V, *Application for Recertification of PSP Certificate Level*, and Form VI, *Continuing Education for Recertification*, and is not refundable. **\$25.00**
- CEOE application fee is mailed with Form VII, *Application for Distinction of Certified Educational Office Employee*, and is not refundable. **\$55.00**

VISA, MasterCard & Discover are accepted for membership dues and fees for PSP, CEOE and Recertification.

A \$5 convenience fee will be added to all credit card, debit card or P-cards used for payment.

INSTRUCTIONS FOR ENROLLING IN THE PROFESSIONAL STANDARDS PROGRAM

1. Applicant must be an active or retired member of NAEOP.
2. Application forms are to be returned to NAEOP PSP Registrar, Professional Standards Program, National Association of Educational Office Professionals, 1841 S. Eisenhower Ct., Wichita, Kansas 67209.
3. Application fees must accompany the application forms.
4. After submission of the application fee for a PSP certificate, continuous membership in NAEOP is required through the date of completion of requirements for that level. The recertification component of PSP requires continuous membership in NAEOP. The current highest-level PSP certificate must be upgraded or recertified every five years to be considered current by NAEOP. A requirement of recertification is five continuous year of NAEOP membership.
5. Enrollment in the Professional Standards Program may be established by submitting Forms I, II, IIIa and IIIb, accompanied by the application fee, to the NAEOP PSP Registrar. A high school transcript or an official verification of graduation (or equivalency) is acceptable. Copies documenting education course works are to be attached to Form I. Official transcripts of college credit are required.
6. Options to satisfy education requirements for the completion of a certificate are as follows:
 - Option I – To receive an Option I certificate, the applicant may combine CLEP tests, community/ junior college or college/university courses, business college courses, adult education courses, courses offered by boards of education, and /or Continuing Education Units (CEUs).
 - Option II – The applicant may use only college credits for an Option II certificate.
7. Form II should be presented to your administrator for completion. The administrator may be your current supervisor or a previous supervisor. The administrator may mail Form II directly to the NAEOP PSP Registrar, or it may be enclosed with your application packet.
8. Forms IIIa and IIIb are to be submitted with Form I. Report Inservice Training Hours on Form IIIa and Professional Association Activity points on form IIIb. These forms must be verified by the PSP Chairman (local or state) or PSP Governing Board member (signee must be a current NAEOP member and hold a current PSP certificate). These forms must have the applicant's signature notarized.
9. Form IV is *Application for Upgrading of PSP Certificate Level*.
10. Form V is *Application for Recertification of PSP Certificate Level*.
11. Form VI is *Continuing Education for Recertification*.
12. Form VIa is *National, State, and Local Association Responsibility for Recertification*.
13. Form VII is *Application for Distinction of Certified Educational Office Employee*.
14. Form VIII is *Application for Approval of Inservice Training Program*.
15. Form IX is *Approval for Course to be Used Under Option I*.
16. Application filing dates are: September 15, January 15, and May 15

The date on the certificate will reflect the date of the filing period. Upon approval by the NAEOP Board of Directors, certificates will be mailed to recipients. Administrators will be notified, provided recipient completes the notification form received from the PSP Registrar. Recognition is given at the PSP Banquet in conjunction with the NAEOP Annual Conference held each year during the month of July.

17. Applicants should retain the original certificates or documents used as attachments to Forms IIIa and IIIb. All documents submitted become a part of the applicant's permanent file maintained at the national office.
18. Applicants will have one week (7 days) following the deadline to submit any additional documentation required by the registrar.

RECORD OF EXPERIENCE AND EDUCATION

Refer to the Professional Standards Program booklet and enter information requested below. Mail together with a \$45 PSP certificate application fee to the NAEOP PSP Registrar, National Association of Educational Office Professionals, 1841 S. Eisenhower Ct., Wichita, KS 67209. Make check or money order payable to the National Association of Educational Office Professionals. VISA, MasterCard & Discover are accepted. A \$5 convenience fee will be added to all credit card, debit card and P-cards used for payment. Applicant must be a member of NAEOP. PLEASE COMPLETE ELECTRONICALLY AND PRINT.

Date _____ Membership Number _____ (See membership card or recent mailing label)

Name _____ (Name as you wish it to appear on the PSP Certificate)

Previous Name(s) (if applicable) _____

Mailing Address _____ City State ZIP _____

Email Address _____

Work Phone () _____ Home Phone () _____ FAX () _____

Certificate level and option for which application is being made: _____ Level _____ Option _____

EXPERIENCE

Beginning with current position, list enough of your work experience to demonstrate 4 years of experience with a minimum of 2 years in an educational office.

Table with 4 columns: Name of school or business, Address of school or business, Job Title (ex: secretary, bookkeeper, etc.), and Dates of Employment (From: Mo./Yr. To: Mo./Yr.).

Name on Credit Card _____ Credit Card: VISA MasterCard Discover

Address of Credit Card holder _____

Credit Card Number _____ Expiration _____

Signature _____ Security Code _____

EDUCATION

Section 1. High school or equivalency required for all certificate levels.

Name of high school
 from which graduated _____ Date _____

Address _____

Transcript or official statement verifying high school graduation is (check one): Enclosed Being sent from high school

NOTE: If you are submitting postsecondary education credits from an accredited institution of higher education, it is not necessary to submit a high school transcript.

Section 2. Postsecondary education – Colleges/Universities: To be completed for verification of college credit earned.

<i>Name of College or University</i>	<i>City and State</i>	<i>Dates Attended</i>

Official transcripts are (check one): Enclosed Being sent from college and/or university

Section 4. Adult Education, Inservice Education, or Continuing Education Courses: To be completed for Option I education requirement. (Refer to page 7 in the book)

<i>Course Name</i>	<i>Hours</i>	<i>Course Name</i>	<i>Hours</i>
1 _____		10 _____	
2 _____		11 _____	
3 _____		12 _____	
4 _____		13 _____	
5 _____		14 _____	
6 _____		15 _____	
7 _____		16 _____	
8 _____		17 _____	
9 _____		<i>Use separate sheet for additional courses.</i>	

Attach copies of signed certificates indicating completion of adult education, inservice, or continuing education courses listed above.

<i>example: 1 Microsoft Excel</i>	<i>10</i>
<i>2 Microsoft Power Point</i>	<i>20</i>

All documents submitted become a part of the applicant's file.

ADMINISTRATOR'S EVALUATION OF APPLICANT

The applicant named below is applying for a certificate through the Professional Standards Program of the National Association of Educational Office Professionals. The Professional Standards Program Committee requests your appraisal of the applicant's qualifications.

The Program has been designed to motivate professional growth of educational office professionals and to give recognition for their achievements.

Please fill out as much of this form as possible electronically before printing. It is acceptable for your supervisor to mark boxes and make comments by hand.

Name of Applicant _____

Address _____

Street and Number _____
City State ZIP+4

Email Address _____

Please check appropriate column.

<i>Qualities of Characteristics</i>	<i>Superior</i>	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>
Collaborative ability/teamwork				
Accuracy				
Communication Skills				
Technical knowledge				
Flexibility/Adaptability				
Initiative				
Critical thinking skills				

Comments (use back of page if additional space needed):

Name _____ Title _____

School or _____

District _____ Address _____

Signature _____ Date _____

(not valid unless signed)

Send to:
 NAEOP Registrar, Professional Standards Program
 National Association of Educational Office Professionals
 1841 S. Eisenhower Ct.
 Wichita, KS 67209

Under public Law 93-380, this communication may no longer be confidential. Please check disposition of same after it has served its purpose.

Return to sender
 Maintain in file
 Destroy

Administrator must be current or previous supervisor within the past two (2) years.

BACK OF FORM II
ADMINISTRATOR'S EVALUATION OF APPLICANT

PROFESSIONAL ACTIVITY RECORD
Inservice Training in Seminars and Workshops

Reply to: NAEOP PSP Registrar
Professional Standards Program
National Association of Educational Office Professionals
1841 S. Eisenhower Ct.
Wichita, KS 67209

Date _____

Form must be verified by your local, state, or national PSP Chairman or local/state president or PSP Governing Board member. If you hold one of these offices, it is not permissible to verify your own forms. PLEASE COMPLETE ELECTRONICALLY AND PRINT.

Name of Applicant _____

Address _____
Mailing Address City State ZIP+4

Email Address _____

NATIONAL, STATE, LOCAL, AND WORK-RELATED PROFESSIONAL ASSOCIATIONS
AND EDUCATIONAL INSTITUTIONS

IMPORTANT: Attach copies of signed certificates of attendance/completion for all workshops/seminars since July 1, 1980 listed below.

Table with 5 columns: Sponsoring Organization, Title of Program, Date, Hours, Minutes. The table is currently empty.

All hours and minutes accrued above 60 hours may be applied toward next certificate level. Total Hours _____

I certify the above statements to be correct according to my knowledge.

I verify the above statements to be correct according to documents attached to this form.

Signature of Applicant _____

Signature of PSP Chairman (local or state) or President (local or state) or PSP Governing Board member (signee must be a current NAEOP member and hold a current PSP Certificate). Circle appropriate one.

Subscribed and sworn to before me this _____ day of _____, 20__.

Mailing Address _____

Notary Public

Name of Association _____

My commission expires _____

Date _____

If you need additional writing space, please use duplicate copy of this form.

Continued from Form IIIa

NATIONAL, STATE, LOCAL, AND WORK-RELATED PROFESSIONAL ASSOCIATIONS
AND EDUCATIONAL INSTITUTIONS

<i>Sponsoring Organization</i>	<i>Title of Program</i>	<i>Date</i>	<i>Hours</i>	<i>Minutes</i>

All minutes and hours accrued above sixty (60) hours may be used toward next PSP certificate level. Total hours _____

INSTRUCTIONS FOR FORM IIIa

NATIONAL, STATE, LOCAL, AND WORK-RELATED PROFESSIONAL ASSOCIATIONS
AND EDUCATIONAL INSTITUTIONS

<i>Sponsoring Organization</i>	<i>Title of Program</i>	<i>Date</i>	<i>Minutes</i>	<i>Hours</i>
National Association of Educational Office Professionals**	Psychology Institute Class	7/90		30
	Institute	4/1/95		15
	Annual Meeting	7/95		12
	Advisory Council	7/10/95		3
	Membership Briefing	7/10/95		1
	Memory Workshop	7/9/95		6
	Problem Solving	7/8/95		3
	Golden Key	7/8/95		3
NAEOP Foundation	Add a Bit to the Job	3/25/96		6
State Educational Office Professionals Association	Annual Meeting	11/2/02		6
Local Educational Office Professionals Association	Business Meetings Listening Workshop (*)	11/3/01		6
____ Educational Institution	Staff Development Seminar	4/15/02		6

All minutes and hours accrued above sixty (60) hours may be used toward next PSP certificate level.

Total Hours 97

↑
Program planned or sponsored by:
Name of group
(begin with National)

↑
Name of Program: convention, conference, institute,
workshop.
Indicate with an (*) program approved on Form VIII.

** NAEOP Institute may be used to meet education requirements or Inservice Training Workshop/Seminar points.

If you need additional writing space, please use duplicate copy of this form.

**PROFESSIONAL ACTIVITY RECORD
of National, State, and Local Association Responsibility**

Reply to: NAEOP PSP Registrar

Professional Standards Program
National Association of Educational Office Professionals
1841 S. Eisenhower Ct.
Wichita, KS 67209

Date _____

Form must be verified by your local, state, or national PSP Chairman or local/state president or PSP Governing Board member. If you hold one of these offices, it is not permissible to verify your own forms. **PLEASE COMPLETE ELECTRONICALLY AND PRINT.**

Name of Applicant _____

Address _____
Mailing Address City State ZIP+4

Email Address _____

IMPORTANT: List local, area, county, state, and /or national associations for educational office professionals and other education-related association memberships and participation since July 1, 1980. Spell out all acronyms other than AEOP and PTA. **A minimum of 5 points must be earned from local, state, or national associations for educational office professionals.** Attach copies of membership cards or signed documentation verifying membership and participation.

Association/Organization	PARTICIPATION					
	Membership		Elected Officer or Committee Chairman		Workshop or Seminar Leader or Keynote Speaker–One point per presentation	
	One point per year		Two points per year		Committee Member One point per year	
	Year(s) i.e. 1994-95	Points i.e. 1	Activity & Year	Points	Activity & Year	Points

All points accrued above ten (10) may be applied toward next PSP certificate level. Total Points _____

I certify the above statements to be correct according to my knowledge.

I verify the above statements to be correct according to documents attached to this form.

Signature of Applicant
Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public
My commission expires _____

Signature of PSP Chairman (local or state) or President (local or state) or PSP Governing Board Member (signee must be a current NAEOP member and hold a current PSP Certificate). Circle appropriate one.

Mailing Address

Name of Association
Date _____

INSTRUCTIONS FOR FORM IIIb

IMPORTANT: List local, area, county, state, and /or national associations for educational office professionals and other education-related association's membership and participation since July 1, 1980. Spell out all acronyms other than AEOP and PTA. **A minimum of 5 points must be earned from local, state, or national associations for educational office professionals.** Attach copies of membership cards or signed documentation verifying membership and participation.

<i>Association/Organization</i>	PARTICIPATION					
	<i>Membership</i>		<i>Elected Officer or Committee Chairman</i>		<i>Workshop or Seminar Leader or Keynote Speaker–One point per presentation</i>	
	<i>One point per year</i>		<i>Two points per year</i>		<i>Committee Member</i> <i>One point per year</i>	
	Year(s) i.e. 1994-95	Points i.e. 1	Activity & Year	Points	Activity & Year	Points
National Association of Educational Office Professionals	1991-02	11			Publicity Committee Member - 1991-92	1
					Panel at AASA Convention - 1991	1
<u>State</u> Association of Educational Office Personnel	1994-02	8			Luncheon Committee For Workshop - 1996	1
<u>Local</u> Association of Educational Office Professionals	1991-02	11	Membership Chairman 1993-95	4	Membership Committee Member - 1992-94	2
			Registration Chairman for State Conference 1994-95	2		
			President Elect 1995-96	2		
			President 1997-98	2		
____PTA	1999-2003	5				

All points accrued above ten (10) may be used toward next PSP certificate level.

Total Points 50

- ↑

Name of Educational Office Professionals Association

 - National
 - State
 - Local

Other Education-Related Organizations

 - National
 - State
 - Local

↑

Membership – one (1) point each year in each association

APPLICATION FOR UPGRADING OF PSP CERTIFICATE LEVEL

Reply to: NAEOP PSP Registrar
 Professional Standards Program
 National Association of Educational Office Professionals
 1841 S. Eisenhower Ct.
 Wichita, KS 67209

Refer to the Professional Standards booklet and submit the information requested below. Mail with \$45 to the NAEOP PSP Registrar at the above address. Make checks or money order payable to the *National Association of Educational Office Professionals*. VISA, MasterCard & Discover are accepted. A \$5 convenience fee is added to all credit card, debit card and P-cards used for payment. **PLEASE COMPLETE ELECTRONICALLY AND PRINT.**

Date _____ Membership Number _____
 (See membership card or recent mailing label)

Name of Applicant_Previouse Name(s) (if applicable) _____ (Name as you wish it to appear on the PSP Certificate)

Address _____
 Mailing Address City State ZIP+4

Work Phone () Home Phone () FAX ()

Email Address _____

Present Certificate Level _____ Option _____ Date of Certificate _____

Application is being made for Certificate level _____ Option _____

I. EDUCATION

- A. CLEP Tests Date taken _____
- B. Adult Education, Inservice Education or Continuing Education Courses. To be completed for Option I education requirements. List courses on back of this form and enclose signed documentation of completion.
- C. Postsecondary Education -college or university credit
 Name of college or university _____
 Official transcript (check one): Enclosed Being sent from college / university

II. EXPERIENCE

List work experience, (education or business) since the awarding of your last certificate, beginning with your current position.

Name of school or business	Address of school or business	Job Title (ex: secretary, bookkeeper, etc.)	Dates of Employment	
			From: Mo./Yr.	To: Mo./Yr.

- On the back of this form, list education courses taken for this certificate update and enclose transcript or certificate of completion for each.
- Place this form on the TOP of your application packet. Enclose copies of newly completed Forms II, IIIa, and IIIb, indicating points earned since the awarding of last certificate and any carryover points for Forms IIIa and IIIb, and attach certificates of attendance/completion.

Name on Credit Card _____ Credit Card: Visa MasterCard Discover

Credit Card Number _____ Expiration _____

Signature _____ Security Code _____

**BACK OF FORM IV
APPLICATION FOR UPGRADING OF PSP CERTIFICATE LEVEL**

<i>Course Name</i>	<i>Hours</i>	<i>Course Name</i>	<i>Hours</i>
1 _____		7 _____	
2 _____		8 _____	
3 _____		9 _____	
4 _____		10 _____	
5 _____		11 _____	
6 _____		12 _____	

Attach copies of signed certificates indicating completion of adult education, inservice, or continuing education courses listed above.

APPLICATION FOR RECERTIFICATION OF PSP CERTIFICATE LEVEL

Reply to: NAEOP PSP Registrar
Professional Standards Program
National Association of Educational Office Professionals
1841 S. Eisenhower Ct.
Wichita, KS 67209

Place this form on the TOP of your application packet and include Form VI and appropriate signed documentation. Mail this application and \$25 to the NAEOP PSP Registrar at the above address. Make checks or money order payable to the National Association of Educational Office Professionals. VISA, MasterCard & Discover are accepted. A \$5 convenience fee is added to all credit card, debit card and P-cards used for payment. PLEASE COMPLETE ELECTRONICALLY AND PRINT.

Date _____ Membership Number _____ (See membership card or recent mailing label)

Name of Applicant_Previous Name(s) (if applicable) _____ (Name as you wish it to appear on the Recertification Certificate)

Address _____
Mailing Address City State ZIP+4

Work Phone () Home Phone () FAX ()

Email Address _____

Highest PSP Certificate Level _____ Option _____ Date on Certificate _____

Continuous NAEOP member since _____

If paying application fee by credit card, please insert information at the bottom of the form.

For Office Use Only

- 60 hours of continuing education verified
5 years continuous NAEOP membership verified

Recertification is: [] approved [] not approved

Remarks:

Date _____ NAEOP PSP Registrar

Credit card: Visa MasterCard Discover

Name on credit card _____

Credit card number _____

Security code _____ Expiration _____

Signature _____

BACK OF FORM V
APPLICATION FOR RECERTIFICATION OF PSP CERTIFICATE LEVEL

CONTINUING EDUCATION FOR PSP RECERTIFICATION

Reply to: NAEOP PSP Registrar
Professional Standards Program
National Association of Educational Office Professionals
1841 S. Eisenhower Ct.
Wichita, KS 67209

Date _____

Form must be verified by your local, state, or national PSP Chairman, local/state president, or PSP Governing Board member. If you hold one of these offices, it is not permissible to verify your own forms. PLEASE COMPLETE ELECTRONICALLY, print and attach to Form V for recertification.

Name of Applicant _____

Address _____
Mailing Address City State ZIP+4

Email Address _____

Postsecondary Education – College or University Credit

Name of college or university _____

Official transcript (check one): [] Enclosed [] Being sent from college / university

List courses/credit hours:

- 1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

Adult Education, Inservice Education, Continuing Education Courses, Workshops or Seminars:

Attach copies of signed documentation within the five years prior to recertification date.

Table with 5 columns: Sponsoring Organization, Title of Program, Date, Hours, Minutes

I certify the above statements to be correct according to my knowledge.

I verify the above statements to be correct according to documents attached to this form.

Signature of Applicant _____

Signature of PSP Chairman (local or state) or President (local or state) or PSP Governing Board Member (signee must be a current NAEOP member and hold a current PSP Certificate). Circle appropriate one.

Subscribed and sworn to before me this _____ day of _____, 20____.

Mailing Address _____

Notary Public _____

Name of Association _____

My commission expires _____

Date _____

If you need additional writing space, please continue on page 2 or use duplicate of this form.

<i>Sponsoring Organization</i>	<i>Title of Program</i>	<i>Date</i>	<i>Hours</i>	<i>Minutes</i>

Total hours _____

**National, State, and Local Association Responsibility
for Recertification**

Reply to: NAEOP PSP
Registrar

Professional Standards Program
National Association of Educational Office Professionals
1841 S. Eisenhower Ct.
Wichita, KS 67209

Date _____

Form must be verified by your local, state, or national PSP Chairman or local/state president or PSP Governing Board member. If you hold one of these offices, it is not permissible to verify your own forms. **PLEASE COMPLETE ELECTRONICALLY AND PRINT.**

Name of Applicant _____

Address _____
Mailing Address City State ZIP+4

Email Address _____

IMPORTANT: List local, area, county, state, and /or national associations for educational office professionals and other education-related association memberships and participation since within the last 5 years. Spell out all acronyms other than AEOP and PTA. **A minimum of 5 points must be earned from local, state, or national associations for educational office professionals.** Attach copies of membership cards or signed documentation verifying membership and participation.

Association/Organization	PARTICIPATION					
	Membership		Elected Officer or Committee Chairman		Workshop or Seminar Leader or Keynote Speaker—One point per presentation	
	One point per year		Two points per year		Committee Member One point per year	
	Year(s) i.e. 1994-95	Points i.e. 1	Activity & Year	Points	Activity & Year	Points

All points accrued above ten (10) may be applied toward next PSP certificate level. Total Points _____

I certify the above statements to be correct according to my knowledge.

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public

My commission expires _____

I verify the above statements to be correct according to documents attached to this form.

Signature of PSP Chairman (local or state) or President (local or state) or PSP Governing Board Member (signee must be a current NAEOP member and hold a current PSP Certificate). Circle appropriate one.

Mailing Address

Name of Association

Date _____

APPLICATION FOR THE DISTINCTION OF CERTIFIED EDUCATIONAL OFFICE EMPLOYEE

Reply to: NAEOP PSP Registrar
Professional Standards Program
National Association of Educational Office Professionals
1841 S. Eisenhower Ct.
Wichita, KS 67209

Mail this application and \$55 to the NAEOP PSP Registrar at the above address. Make checks or money order payable to the National Association of Educational Office Professionals. VISA, MasterCard & Discover are accepted. A \$5 convenience fee will be added to all credit card, debit card and P-cards used for payment. PLEASE COMPLETE ELECTRONICALLY AND PRINT.

Date _____ Membership Number _____ (See membership card or recent mailing label)

Name of Applicant Previous Name(s) (if applicable) _____ (Name as you wish it to appear on the PSP Certificate)

Address _____ Mailing Address City State ZIP+4

Work Phone () Home Phone () FAX ()

Email Address _____

The distinction of Certified Educational Office Employee (CEOE) requires attainment of the Advanced III, Option I certificate; or Associate Degree certificate or higher; under Option II. Applicant must be a member of NAEOP. Application for CEOE may be made at the same time as application for PSP certificate or at a later filing date.

Present Certificate Level _____ Option _____ Date on Certificate _____

If paying application fee by credit card, please insert information at the bottom of the form.

For Office Use Only

Request is: [] approved [] not approved

Remarks:

Date _____ NAEOP PSP Registrar

Name on Credit Card _____ Credit Card: Visa MasterCard Discover

Address of Credit Card holder _____

Credit Card Number _____ Expiration _____

Signature _____ Security Code _____

A \$5 convenience fee is added to all credit card, debit card and P-cards used for payment.

BACK OF FORM VII
APPLICATION FOR THE DISTINCTION OF CERTIFIED EDUCATIONAL OFFICE EMPLOYEE

APPLICATION FOR APPROVAL OF INSERVICE TRAINING PROGRAM

Reply to: NAEOP PSP Registrar
Professional Standards Program
National Association of Educational Office Professionals
1841 S. Eisenhower Ct.
Wichita, KS 67209

Date _____

Approval for Inservice Training credit in the Professional Standards Program is outlined below. A maximum of 30 hours may be earned in an approved program. This form may be submitted by the chairman of the inservice training program or may be submitted by an individual prior to participation. IF THIS REQUEST IS APPROVED, A CERTIFICATE OR STATEMENT OF SUCCESSFUL COMPLETION MUST BE SUBMITTED WITH FORM IIIa. PLEASE COMPLETE ELECTRONICALLY AND PRINT.

Name of Applicant _____

Address _____
Mailing Address City State ZIP+4

Email Address _____ Phone _____

INSTRUCTIONS: Whenever possible, attach a brochure, letter, or statement outlining the activity or program.

- 1. Organization or association sponsoring program _____
2. Name of program _____
3. Date of program _
4. Time of program_
5. Number of hours_
6. This activity will benefit an educational office professional for the following reasons:

For Office Use Only

The above course is [] approved for _____ inservice hour(s) to be used on Form IIIa

[] not approved

Remarks:

Date _____

NAEOP PSP Registrar

BACK OF FORM VIII
APPLICATION FOR APPROVAL OF INSERVICE TRAINING PROGRAM

**Completion instructions for Area Professional Development, Annual Area Breakfast and
Annual Council Luncheon**

Area Professional Development:

Name of Applicant: Enter name of the event chairman

Address, email and phone: Enter information for event chairman

INSTRUCTIONS: Whenever possible, attach a brochure, letter, or statement outlining the activity or program
For the Area Professional Development Days, attach the registration form.

1. **Organization or association sponsoring program:** (Area) Professional Development Day(s)
2. **Name of Program:** Annual (Area) Professional Development Day(s)
3. **Number of hours:** If reflected on attached information such as a registration form, enter "See attached." Or, attach a sheet listing the specific date, name of workshop/presenter and scheduled time.
4. **Briefly summarize the expected benefits and reasons.**

Annual Area Breakfast/Annual Council Breakfast

Name of Applicant: Enter name Area Director/Council Chairman

Address, email and phone: Enter information for Area Director/Council Chairman

INSTRUCTIONS: Whenever possible, attach a brochure, letter, or statement outlining the activity or program

1. **Organization or association sponsoring program:** NAEOP Annual Conference
2. **Name of Program:** (Area) Annual Breakfast / (Council name) Annual Breakfast
3. **Number of hours:** Attach a sheet listing the specific date, name of workshop/presenter, and scheduled time
4. **Briefly summarize the expected benefits and reasons.**

APPLICATION FOR COURSE TO BE USED UNDER OPTION I

Reply to: NAEOP PSP Registrar
Professional Standards Program
National Association of Educational Office Professionals
1841 S. Eisenhower Ct.
Wichita, KS 67209

Date _____

Consider request for approval of the course described below to meet the education requirements under Option I of the Professional Standards Program. Submit in duplicate; one copy will be returned to the applicant. PLEASE COMPLETE ELECTRONICALLY AND PRINT.

IF THIS COURSE IS APPROVED, A CERTIFICATE OR STATEMENT OF SUCCESSFUL COMPLETION OR AN OFFICIAL TRANSCRIPT MUST BE SUBMITTED TO THE NAEOP PSP REGISTRAR WITH THE PSP APPLICATION.

Name of Applicant _____

Address _____
Mailing Address City State ZIP+4

Email Address _____ Phone _____

NOTE: Attach a description of the course or adult education program and the name of the sponsoring institution.

1. Name and location of institution offering this course:

2. Name of course _____

3. Number of hours per session _____ Number of sessions _____ Total number of hours _____

For Office Use Only

The above course is [] approved for _____ [] not approved

Remarks:

Date _____

NAEOP PSP Registrar

BACK OF FORM IX
APPLICATION FOR COURSE TO BE USED UNDER OPTION I

REQUEST FOR INFORMATION

Questions concerning any portion of this Handbook or the PSP program should be directed to:

NAEOP PSP Registrar
pspreistrar@naeop.org
 (Office) 316.942.4822

PSP booklet, forms and additional information are available on the NAEOP website:
<https://naeop.org/2012-07-07-00-03-11/professional-standards-program.html>

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

1841 S. Eisenhower Ct. • Wichita, KS 67209 • 316/942-4822

FAX 316/942-7100 • EMAIL naeop@naeop.org • Web site: www.naeop.org

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| <input type="checkbox"/> New | | | |
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| <input type="checkbox"/> Associate Membership | \$50 | Magazine Annual Subscription | \$40 |

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 (12 full months)*
 All fees must be paid in
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 Please add an additional \$15.

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- Middle School/ Jr. High
- Secondary
- Higher Education
- Education Partners
- Administration
- Career & Technical Education
- Retired
- Other (specify): _____

Name _____ Home Phone _____
 Address _____ Office Phone _____
 City _____ State _____ Zip _____ FAX _____
 Recruited by (name) _____
 Email _____

Active membership fees include 3 online issues of the association magazine and 1 issue (Winter issue) in print. If you wish to receive all 4 issues in print, you will need to request an annual magazine subscription in addition to your annual membership.

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PSP Notes

