

APPLICATION FOR APPROVAL OF INSERVICE TRAINING PROGRAM

Reply to: NAEOP PSP Registrar
Professional Standards Program
National Association of Educational Office Professionals
P.O. Box 12619
Wichita, KS 67277-2619

Date _____

Approval for Inservice Training credit in the Professional Standards Program is outlined below. A maximum of 5 points 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. Submit in duplicate; one copy will be returned to the applicant. IF THIS REQUEST IS APPROVED, A CERTIFICATE OR STATEMENT OF SUCCESSFUL COMPLETION MUST BE SUBMITTED WITH FORM IIIa. THIS FORM MUST BE TYPED.

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. Number of hours _____
4. This activity will benefit an educational office professional for the following reasons:

For Office Use Only

The above course is [] approved for _____ inservice point(s) to be used on Form IIIa
[] not approved

Remarks:

Date _____

NAEOP PSP Registrar

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