

National Association of  
Educational Office Professionals'

# Professional Standards Program

# PSP

**A Certification Program for Educational Office Professionals**



National Association of  
Educational Office Professionals

Revised 01.09

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# **National Association of Educational Office Professionals**

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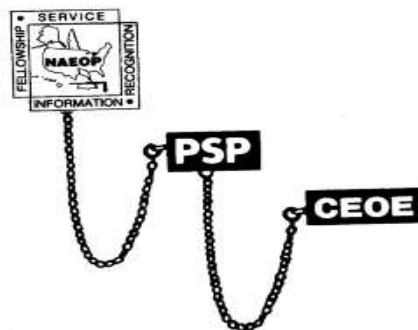
To the Educational Office Professional:

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, the only national professional association for educational office personnel, is to provide professional growth opportunities, leadership, and service for employees in education through a specifically-designed certification program, quality training, a network for sharing information and ideas, recognition of achievements, and fellowship.

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.



# PROFESSIONAL STANDARDS PROGRAM

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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 or email: [naeop@naeop.org](mailto:naeop@naeop.org) or visit web site: [www.naeop.org](http://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 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.

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## **ENDORSEMENTS**

The Professional Standards Program is endorsed by:

- American Association of School Administrators
- Association of School Business Officials
- National Association for Public Continuing and Adult Education
- National Association of Elementary School Principals
- National Association of Secondary School Principals
- National School Boards Association

The underlying concepts of the Program are endorsed by:

- National Business Education Association

**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

<b>Distinction of Certified Educational Office Employee (CEOE)</b>	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> .
<b>Recertification or Upgrading of PSP certificate level</b>	The current highest-level PSP certificate achieved must be upgraded or recertified every five years to be considered current by NAEOP. See page 12.
<b>WORK EXPERIENCE</b>  <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  
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)	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.

# 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 three 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 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.

## 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 three (3) 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 three (3) 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 three (3) 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](mailto:clep@info.collegeboard.org).

Applicants may choose from any offered CLEP tests.

### 5. Business College

- a. An official transcript from a business college on the accredited list, as reported by the accrediting Commission of the Association of Independent Colleges and Schools, is acceptable documentation.
- b. Each course must be a minimum of 30 classroom clock hours. For courses less than 30 hours, no more than three (3) courses in related subject matter may be combined to equal the 30 classroom clock hours.
- c. If 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.

### 6. 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. 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 three (3) courses in related subject matter may be combined to equal the required credit hours.

#### **7. Institutes**

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

#### **8. 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*.

#### **9. 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.

## **II. EXPERIENCE**

*Four years* experience required for all Professional Standards Program certificates is credited as follows:

- 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.

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.

## 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.

Before presenting and/or attending an inservice training program, submit Form VIII, *Application for Approval of Inservice Training Program*.

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 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). 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

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

## V. APPLICATION FEE

The application fee must be paid by check or money order payable to NAEOP and mailed to the National Association of Educational Office Professionals, P.O. Box 12619, Wichita, KS 67277-2619.

- Application fee is mailed with Form I, Form II, IIIa, and IIIb includes the cost of enrollment fee, certificate, and notification to administrator..... **\$40.00**
- Fee is not refundable.

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

## 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. The Governing Board will discuss the appeal and make a decision.
- 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 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 check or money order payable to NAEOP and mailed to the National Association of Educational Office Professionals, P.O. Box 12619, Wichita, KS 67277-2619.

- 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. .... **\$40.00**
- Fee is not refundable.

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

# 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 and complete sixty (60) hours of continuing education (any combination of continuing education courses, workshops, or seminars). 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*

## 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 check or money order payable to NAEOP and mailed to the National Association of Educational Office Professionals, P.O. Box 12619, Wichita, KS 67277-2619.

- 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 ..... **\$20.00**
- Fee is not refundable.

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

**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.

**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 check or money order payable to NAEOP and mailed to the National Association of Educational Office Professionals, P.O. Box 12619, Wichita, KS 67277-2619.

- 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.**

## APPLICATION FORMS

- **INSTRUCTIONS**

- **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.
- **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)

Forms IIIa and IIIb verify the applicant's Professional Activity points and/or hours. Examples and instructions are given on the reverse side of each form.

- **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 documentation attached)

*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 must verify points and/or hours.

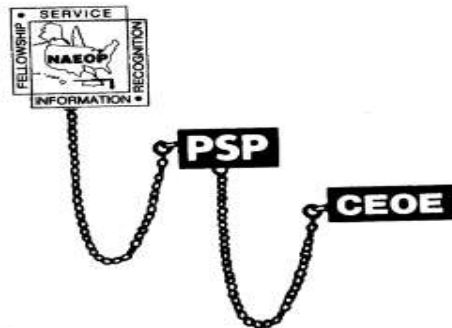
- **FORM VII**            *Application for Distinction of Certified Educational Office Employee*  
The distinction of Certified Educational Office Employee (CEOE) requires attainment of the Advanced III, Option I, or Associate Degree or higher under Option II. A CEOE applicant must be a member of NAEOP.
- **FORM VIII**            *Application for Approval of Inservice Training Program*  
Form VIII is used by individuals planning to attend or by groups sponsoring inservice training programs. The form is to be submitted IN ADVANCE so the applicability of course content may be established before the program is implemented and/or individuals enroll.
- **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.

## APPLICATION FEES

Application fees may be paid by check or money order payable to NAEOP-PSP and mailed to the National Association of Educational Office Professionals, P.O. Box 12619, Wichita, Kansas 67277-2619. VISA, MasterCard & Discover are accepted for membership dues and fees for PSP, CEOE and Recertification.

- Application fee is mailed with Forms I, II, IIIa, and IIIb, and is not refundable. **\$40.00**
- 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. **\$40.00**
- 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. **\$20.00**
- 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.**



## 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, P.O. Box 12619, Wichita, Kansas 67277-2619.
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 professional activity hours on Form IIIa and points on form IIIb. These forms must be verified by the local or state PSP Chairman, local or state president, or the NAEOP PSP Chairman in the event there is no state association, and applicant signature notarized. Attach copies of signed documentation of completion for each inservice listed on Form IIIa. *Do not* list education courses on Form IIIa. This form is to be used for inservice training in seminars and workshops. Attach copies of signed documentation for association responsibility and participation listed on Form IIIb.
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 VII is *Application for Distinction of Certified Educational Office Employee*.
13. Form VIII is *Application for Approval of Inservice Training Program*.
14. Form IX is *Approval for Course to be Used Under Option I*.
15. 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.

16. 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.



**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

**Section 2.** Business School: To be completed if certificate and option require statement from business school.

Name of business school \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Official transcript or statement (check one):  Enclosed  Being sent from business school

**Section 3.** College or University: 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.

Name of Applicant (please type) \_\_\_\_\_

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>
Ability to get along with others				
Accuracy				
Basic Skills				
Efficiency				
Friendliness				
Initiative				
Judgment				
Loyalty				
Punctuality				

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  
 P.O. Box 12619  
 Wichita, KS 67277-2619

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.

**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
P.O. Box 12619
Wichita, KS 67277-2619

Date \_\_\_\_\_

Form must be verified by your local, state, or national PSP Chairman or local/state president. If you hold one of these offices, it is not permissible to verify your own forms. THIS FORM MUST BE TYPED.

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, Minutes, Hours. 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.

Signature of Applicant \_\_\_\_\_

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) - Circle appropriate one.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public

My commission expires \_\_\_\_\_

Mailing Address \_\_\_\_\_

Name of Association \_\_\_\_\_

Date \_\_\_\_\_

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

**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
<u>State</u> Educational Office Professionals Association	Annual Meeting	11/2/02		6
<u>Local</u> 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.

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

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

Date \_\_\_\_\_

Form must be verified by your local, state, or national PSP Chairman or local/state president. If you hold one of these offices, it is not permissible to verify your own forms. **THIS FORM MUST BE TYPED.**

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 maximum of five points may be used for participation in other education-related associations.** 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) – Circle appropriate one.

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Name of Association

Date \_\_\_\_\_

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

### 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 maximum of five points may be used for participation in other education-related associations.** Attach copies of membership cards or signed documentation verifying membership and participation.

<i>Association/Organization</i>	<b>PARTICIPATION</b>					
	<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
P.O. Box 12619
Wichita, KS 67277-2619

Refer to the Professional Standards booklet and submit the information requested below. Mail with \$40 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. THIS FORM MUST BE TYPED.

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 \_\_\_\_\_

Present Certificate Level \_\_\_\_\_ Option \_\_\_\_\_ Date of Certificate \_\_\_\_\_

Application is being made for Certificate level \_\_\_\_\_ Option \_\_\_\_\_

I. EDUCATION

A. CLEP Tests Date taken \_\_\_\_\_

B. Business School
Name of business school \_\_\_\_\_
Official transcript or statement/certificate of completion (check one):
[ ] Enclosed [ ] Being sent from business school

C. 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.

D. 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.

Table with 4 columns: 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 \_\_\_\_\_

**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
P.O. Box 12619
Wichita, KS 67277-2619

Place this form on the TOP of your application packet and include Form VI and appropriate signed documentation. Mail this application and \$20 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.

THIS FORM MUST BE TYPED.

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

Name on Credit Card Credit Card: Visa MasterCard Discover
Credit Card Number Expiration
Signature

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

**BACK OF FORM V**  
***APPLICATION FOR RECERTIFICATION OF PSP CERTIFICATE LEVEL***



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

**Total hours** \_\_\_\_\_

APPLICATION FOR THE DISTINCTION OF CERTIFIED EDUCATIONAL OFFICE EMPLOYEE

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

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.

THIS FORM MUST BE TYPED.

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.

Present Certificate Level Option Date on Certificate

Name on Credit Card Credit Card: Visa MasterCard Discover

Credit Card Number Expiration

Signature

For Office Use Only

Request is: approved not approved

Remarks:

Date NAEOP PSP Registrar

**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
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 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. 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 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 Breakfast**

**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
P.O. Box 12619
Wichita, KS 67277-2619

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. THIS FORM MUST BE TYPED.

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:

Sibyl Hoover, CEO  
NAEOP PSP Chairman 2008-2009  
[Sibyl.Hoover@cr.k12.de.us](mailto:Sibyl.Hoover@cr.k12.de.us)  
302.697.2173 x 130 (O)  
302.697.3610 (H)

Or

Lois Jordan, CEO  
NAEOP PSP Registrar  
[psregistrar@naeop.org](mailto:psregistrar@naeop.org)  
316.942.4822 x 120 (O)

**NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**

P.O. Box 12619 • Wichita, KS 67277-2619 • 316/942-4822

FAX 316/942-7100 • EMAIL [naeop@naeop.org](mailto:naeop@naeop.org) • Web site: [www.naeop.org](http://www.naeop.org)

- |   |      |   |      |
|---|------|---|------|
| <input type="checkbox"/> New                  |      | <input type="checkbox"/> Institutional Membership               | \$80 |
| <input type="checkbox"/> Renewal              |      | <input type="checkbox"/> Corporate Membership                   | \$55 |
| <input type="checkbox"/> Active Membership    | \$45 | <input type="checkbox"/> Magazine Annual Subscription           | \$25 |
| <input type="checkbox"/> Retired Membership   | \$25 | <input type="checkbox"/> Magazine Annual Subscription (Retired) | \$10 |
| <input type="checkbox"/> Associate Membership | \$45 |   |      |

**Membership Application**

*Continuous Membership  
(12 full months)*

All fees must be paid in  
U.S. dollars

Outside of U.S. special postage  
and handling charge apply.  
Please add an additional \$15.

- Elementary
- Middle School/ Jr. High
- Secondary
- Higher Education
- State Department
- 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 a one-year subscription to the association magazine.

Check Enclosed    VISA    MasterCard    Discover  
Card Number \_\_\_\_\_ Expiration \_\_\_\_\_  
Signature \_\_\_\_\_

**Dues are not deductible as a  
charitable contribution for  
income tax purposes.**

## ***PSP Notes***









**PSP**

**CEOE**