



National Association of  
Educational Office Professionals

**LEARN Initiative**

An informational newsletter for new members to help unlock the keys to the National Association of Educational Office Professionals (NAEOP)

*As a new member of NAEOP, the NAEOP membership committee would like to unveil NAEOP mysteries for you. We will send this monthly newsletter to all new members of NAEOP. Please suggest topics you would like to learn about to Mary Guest, CEOE, Vice President of NAEOP, at [vicepresident@naeop.org](mailto:vicepresident@naeop.org)*

**NAEOP Acronyms:** Those initials that you wish you knew all about, but cannot find listed in a convenient place:

**NAEOP:** National Association of Educational Office Professionals

**AEOP:** Association of Educational Office Professionals

**EOPA:** Educational Office Professionals Association

**OPA:** Office Professionals Association

**AOP:** Association of Office Professionals

**LEARN:** Leadership, Education, Achievement, Recognition, Networking (NAEOP Tagline)

**PSP:** Professional Standards Program (NAEOP's premiere certification program) [www.naeop.org/](http://www.naeop.org/)

**CEOE:** Certified Educational Office Employee—a distinction available as part of the PSP program

**Olive T. Ritchie EOPY: Olive T. Ritchie Educational Office Professional of the Year**—an award presented annually at the awards banquet at the NAEOP Annual Conference

**EJBBERI:** Elverda J. “Butch” Bender Educational Reimbursement Incentive—a member benefit reimbursement of expenses for NAEOP Conferences, Institutes, and/or Briefings

**Mission:** The mission of the Association is to provide professional growth through leadership, education, achievement, recognition, and networking opportunities for educational office professionals

## TERMS:

**Institute:** Extended workshop, usually 15 hours over two days, offered at the NAEOP Annual conference in the summer. May be offered as a stand-alone event during the year. Members may earn in-service hours or educational credit that may be used for Professional Standards Program (PSP) certification.

**Briefings** – Workshops offered at the NAEOP Annual Conference, generally 60-90 minutes.

**Advisory Council** – A session offered at the NAEOP Annual Conference where members have the opportunity to make recommendations for programs for the promotion of the Association; to advise the NAEOP Board of Directors on matters concerning the Association; and to elect two members to each of the standing committees. Each affiliated association may have one delegate for representation at Advisory Council. Only delegates may speak and vote at Advisory Council. All members are encouraged to attend and observe Advisory Council.

**Councils** – The educational field that a member works in determines which Educational Council the member belongs. There are six educational councils – Administrative, Elementary, Middle – Junior High, High School/ Career Technical, Higher Education, and Education Partners.

**Areas** – The geographic area in which a member lives determines which “Area” in which you are included. There are seven geographical areas – Northeast, North Central, Northwest, Southwest, South Central, Southeast and Mid-Atlantic.

**Affiliate** – Each local and state association may apply to be an affiliated association with NAEOP. Affiliation promotes professional unity from the local through the national levels. It serves as a medium for recognition of the profession, the association and the member.

### Join us on Social Media:



**NAEOP  
BLOG**

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## NAEOP Executive Board



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Be sure to visit our website: <https://naeop.org>