

2017-2018 PSP Governing Board

Chairman

Mary Guest, CEOE
mary.guest@unl.edu

Past Chairman/Past NAEOP President

Connie Bergeson, CEOE
cbergeso@fortsmithschools.org

Wendy Heslink, CEOE
wheslink@hamburgschools.org

Ann Sawicki, CEOE
wicki1@q.com

Gayna Warren, CEOE
gaynawarren@comcast.net

Past Chairman

Malinda Larey, CEOE
mlarey@fortsmithschools.org

Cynthia Marx, CEOE
cmarx@e2ccb.org

Bonnie Miller, CEOE
bmiller@paceschool.org

Lisa Morehouse, CEOE
lmoreho@lps.org

Jo Purnell-Johnson, CEOE
jorich@gci.net

Board Members

Cheryl Smith, CEOE
2pnsmith@gmail.com

Penny Sorrick, CEOE
pjester@ccbcmd.edu

Non-Voting Ex-Officio Members

Debbie Geib, NAEOP Executive Director

Jenny Jackson, NAEOP PSP Registrar

NE

AR

NY

CO

CO

AR

NY

PA

NE

AK

WA

MD

2017-2018 PSP Committee

Chairman

Mary Guest, CEOE
mary.guest@unl.edu

Committee Members Elected July, 2017 Greenville, SC

Gayna Breeze, CEOE
Amy Chandler, CEOE
Karen Donovan, CEOE
Dena Henricks, CEOE
Sharon Mena, CEOE
Linda Rush, CEOE
Cheryl Smith, CEOE
Brian Weston, CEOE

NE

UT
NE
AR
IL
TX
CA
WA
SC

Committee Members Approved by Board of Directors January, 2018

Carol Bom, CEOE
Pamela Steele, CEOE

NE
MO

PSP Filing Deadlines

January 15, May 15, September 15

Filing Fees

Program Certification Fee \$45
Recertification Fee \$25
CEOE Distinction \$55

**For further information please visit our
website: www.naeop.org**

Or contact:

NAEOP PSP Registrar
Phone: 316-942-4822
Email: pspregistrar@naeop.org

Updated 3/18

PSP

A Certification Program for
Educational Office Professionals



P
R
O
F
E
S
S
I
O
N
A
L

S
T
A
N
D
A
R
D
S

P
R
O
G
R
A
M

◆ Experience

◆ Education

◆ Professional Activity

◆ Professional Responsibility

NAEOP

National Association of
Educational Office Professionals
1841 S. Eisenhower Ct.
Wichita KS 67209

PROFESSIONAL STANDARDS PROGRAM

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

The Professional Standards Program (PSP) is a voluntary program established by NAEOP to encourage educational office professionals to grow professionally.

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.

ELIGIBILITY:

Active and retired members of the National Association of Educational Office Professionals.

EXPERIENCE:

Four years office experience is required for all 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.

EDUCATION:

Two options are available for meeting the education requirements. Education credit is cumulative from one certificate to another.

- ◆ Option I - Complete course work through any one, or a combination of two or more, of the following:
 - ◇ Adult Education
 - ◇ Continuing Education Units
 - ◇ In-service Courses
 - ◇ College Level Examination Program
 - ◇ Business College
 - ◇ Colleges and Universities
 - ◇ Institutes
 - ◇ Internet Courses
- ◆ Option II - College Credit Education requirements are to be met through college credit only.
 - ◇ Colleges and universities must be approved by a professional accrediting body.
 - ◇ Official transcripts from all colleges/universities are to be submitted.

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 a related subject area may be combined to equal required 30 classroom clock hours.

REMEMBER:

State and local PSP Chairmen are available for assistance in guiding you through the certification process. Contact the PSP Registrar for the name of the state or local chairman in your area.

PROFESSIONAL ACTIVITY:

The continuing education of educational office professionals is essential to cope with rapidly changing conditions in the profession. To ensure each applicant is able to remain current in the profession and meet the challenges that lie ahead, 60 hours of in-service/workshops or training is required for each certificate level.

PROFESSIONAL RESPONSIBILITY:

Each certificate level requires the demonstration of the applicants' fulfillment of ten (10) association responsibility points, as per the guidelines. Points are earned as follows:

- ◆ Membership in local, state and national associations—1 point per year for each membership
- ◆ Elected officer or committee chairman—2 points per year
- ◆ Committee member—1 point per year
- ◆ Seminar/workshop leader or keynote speaker—1 point per session

CERTIFIED EDUCATIONAL OFFICE EMPLOYEE (CEOE) DISTINCTION:

The CEOE distinction may be applied for upon the successful completion of the Advanced III, Option I or the completion of the Associate Degree, or higher, under Option II.

RECERTIFICATION:

The highest certificate held must be recertified or upgraded every five (5) years. Continuous NAEOP membership is required.