

APPLICATION FOR THE DISTINCTION OF CERTIFIED EDUCATIONAL OFFICE EMPLOYEE

Reply to: NAEOP PSP Registrar
Professional Standards Program
National Association of Educational Office Professionals
1999 N amidon Ave., Ste 325
Wichita, KS 67203

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 OR EMAIL to psregistrar@naeop.org.

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 _____

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BACK OF FORM VII
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