

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

Reply to: NAEOP Staff
EMAIL to: staff@naeopboard.org

Date _____

Form must be verified by your local, state, or national PSP Chairman or local/state president or NAEOP PSP Committee member. If you hold one of these offices, it is not permissible to verify your own forms. **PLEASE COMPLETE ELECTRONICALLY AND EMAIL.**

Name of Applicant _____

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. Spell out all acronyms other than AEOP and PTA. **A minimum of 5 points must be earned from local, state, or national associations for educational professionals.** 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

Total Points _____

I certify the above statements to be correct according to my knowledge.

I verify the above statements to be correct according to documents attached to this form.

Signature of Applicant

Signature of PSP Chairman or President (of your local or state NAEOP Affiliated Association) or NAEOP PSP Committee member (signee must be a current NAEOP member and hold a current PSP certificate). Circle appropriate one.

Mailing Address

Name of Association

Date

INSTRUCTIONS FOR FORM IIb

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 minimum of 5 points must be earned from local, state, or national associations for educational professionals.** Attach copies of membership cards or signed documentation verifying membership and participation.

<i>Association/Organization</i>	<i>Membership</i>		PARTICIPATION			
	<i>One point per year</i>		<i>Elected Officer or Committee Chairman</i>		<i>Workshop or Seminar Leader or Keynote Speaker—One point per presentation</i>	
	<i>Year(s)</i> <small>i.e. 1994-95</small>	<i>Points</i> <small>i.e. 1</small>	<i>Two points per year</i>		<i>Committee Member</i>	<i>One point per year</i>
	Year(s) <small>i.e. 1994-95</small>	Points <small>i.e. 1</small>	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

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Name of Educational Office Professionals Association

 - National
 - State
 - Local

Other Education-Related Organizations

 - National
 - State
 - Local

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Membership – one (1) point each year in each association