

APPLICATION FOR THE DISTINCTION OF CERTIFIED EDUCATIONAL OFFICE EMPLOYEE/CERTIFIED EDUCATIONAL SUPPORT EMPLOYEE

Reply to: NAEOP PSP Registrar
Professional Standards Program
National Association of Educational Office Professionals
521 First St., PO Box 10
Milford, NE 68405

Mail application fee of \$55 to the NAEOP Staff 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 cards, debit cards, and P-cards used for payment. **PLEASE COMPLETE ELECTRONICALLY AND EMAIL to: staff@naeop.org.**

Date _____ Membership Number _____
(See membership card or recent mailing label)

Name of Applicant _____ (Name as you wish it to appear on the PSP Certificate)

Previous Name (if applicable) _____

Mailing Address _____ City State ZIP _____

Email Address _____

Work Phone (_____) _____ Home Phone (_____) _____ FAX (_____) _____

The distinction of Certified Educational Office Employee (CEOE)/Certified Educational Support Employee (CESE) requires attainment of the Advanced III level or higher. Applicant must be a member of NAEOP. Application for CEOE/CESE may be made at the same time as application for PSP certificate or at a later filing date. Please select desired distinction below.

Certified Educational Office Employee (CEOE) Certified Educational Support Employee (CESE)

Present Certificate Level _____ 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 Staff _____

Name on Credit Card _____ Credit Card: Visa MasterCard Discover AMEX

Credit Card Number _____ Expiration _____

Signature _____ Security Code _____

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