

**NORTH CAROLINA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS, INC.
PROFESSIONAL STANDARDS PROGRAM**

General Information and Instructions:

1. Each certificate requires education areas, work experience, in-service workshops, association service and an application fee of \$35.
2. All materials must be submitted to the PSP Registrar by December 1 of the year preceding the conference at which certificates will be awarded.
3. Applicants have up to five (5) years to complete certification requirements.

Application:

1. Complete all information including the mailing address of both the candidate and the candidate's administrator.
2. Provide a complete employment history including exact dates of employment and listing specific job titles and explanation of duties if necessary.
3. Original transcripts may accompany the application or be sent directly from the educational institution.
4. **FXED APPLICATIONS WILL NOT BE ACCEPTED.**
5. Applications with incorrect postage and/or bank service charges due to insufficient funds will not be processed until correct postage and funds have been received.

Form 3A – Record of In-Service Training (to be notarized):

1. Sixty (60) classroom hours of in-service workshops are required for each certificate. At least thirty (30) of the required hours must have been sponsored by a local, state or national EOP unit.
2. A computer listing is acceptable. Follow the format of Form 3A and attach Form 3A to the computer listing.
3. List workshops in chronological order and only those attended while in service.
4. For each workshop, list the sponsor, complete title, dates attended and contact hours.
5. If a workshop has been pre-approved by the PSP Registrar, a certificate of completion is not required. However, the PSP Registrar may request verification of attendance at any workshop.
6. For renewal and upgrade certificates, all workshops must be completed after the date of the prior letter of confirmation.

Form 3B – Association Responsibility Record (to be notarized):

1. Ten (10) points of association activity are required for each certificate. At least two of the points must have been earned from committee work, or holding office at the local, district, state or national level. The remaining points may be earned from local, state or national membership.
2. Activities in association memberships (local, state and national) should include year of membership and type and level of participation in each association.
3. Points must be earned after the date of the last letter of confirmation.
4. Committee service must be complete at the time of application.

Final Packet (Due by December 1) Should Include:

1. Application and fee (\$35).
2. Applicable transcripts from college(s).
3. Notarized Form 3A with certificates or verification for non-approved workshops and Notarized Form 3B
4. Current membership paid to NCAEOP Membership Recorder by December 1 of the year preceding the conference.

Forms:

Forms are available through the NCAEOP website (<http://www.ncaeop.net>) or they may be obtained by contacting:

Maria Brock, PSP Registrar
1499 Plank Road
Robbins, NC 27325
Fax: 910-464-6016
E-mail: psp@ncaeop.net