

OPTION B

Certificate Level	Workshop Hours*	Association Responsibility	Years of Experience	30 Hrs. Education Areas
Standard	60 hours	10 points	3	90 Hours
Associate	60 hours	10 points	3	150 Hours
Advanced Associate I	60 hours	10 points	3	210 Hours
Advanced Associate II	60 hours	10 points	3	270 Hours
Advanced Associate III	60 hours	10 points	3	330 Hours
Computer Technology	60 hours	10 points	AA III or higher	90 Hours
Computer Technology Upgrade	60 hours	10 points	Computer Technology	60 Hours

*30 hours of workshops **MUST** be sponsored by NCAEOP unit (local, district, state, national).

Sponsored workshops **must have prior** approval from PSP Registrar.

Non-sponsored workshops must be job related.

**All computer courses must be completed after the date of the last confirmation letter.

***Must be from regionally accredited college or university.

Professional Standards Program

OPTION C

Certificate Level	Workshop Hours*	Association Responsibility	Years of Experience	Education
Standard	60 hours	10 points	3	30 semester hrs.
Associate	60 hours	10 points	3	60 semester hrs.
Advanced Associate I	60 hours	10 points	3	90 semester hrs.
Advanced Associate II	60 hours	10 points	3	100 semester hrs.
Advanced Associate III	60 hours	10 points	3	110 semester hrs.
Computer Technology	60 hours	10 points	AA III or higher	3**30-hr. Courses
Computer Technology Upgrade	60 hours	10 points	Computer Technology	2**30-hr. Courses
Professional Associate	60 hours	10 points	3	AAS Degree***
Professional	60 hours	10 points	3	BA/BS Degree***
Masters	60 hours	10 points	3	Masters

*30 hours of workshops **MUST** be sponsored by NCAEOP unit (local, district, state, national).

Sponsored workshops **must have prior** approval from PSP Registrar.

Non-sponsored workshops must be job related.

**All computer courses must be completed after the date of the last confirmation letter.



Deadline for completing ALL certificates at upcoming annual state conference is December 1.

What Should Be Included in the Application Packet?

- * Form 1, First Application **OR**
- * Form 4, Renewal Application

And **ALL** of the following:

- ***Form 3A**, Record of In-service Workshops
- ***Form 3B**, Record of Association service
- ***Transcript** (college only)
- ***\$35 Application or Renewal Fee**

Dues MUST be paid for current year + required previous years.

Insufficient postage and returned checks will delay process until correct postage and bank charges have been paid.

For Further Information:

Visit the NCAEOP Website:

www.NCAEOP.net

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A volunteer program of self-improvement and progressive professional growth, and diversified incentive leading to the awarding of certificates for achievement in education, experience, and professional activities.

Who Is Eligible To Receive A PSP Certificate?

Voting NCAEOP members with three (3) year of consecutive paid membership, including current year, who meet certificate requirements for education, in-service workshops, association responsibility and work experience.

Administrators, defined as those who supervise Educational Office Professionals, **are not** eligible to receive a PSP certificate.

What Are The Rewards?

- * Professional recognition from colleagues and supervisors
- * Increased professional and personal skills
- * Possible salary supplements depending on your system's policy

What Are The Requirements To Receive A Certificate?

- * Post high school job-related education
- * Education through job-related in-service workshops
- * Service to NCAEOP at the local, district or state level or to NAEOP
- * Work experience as an educational office professional

FEES

- * \$35 to receive first certificate
 - * \$35 to renew certificate
 - * \$35 to upgrade certificate
- Fees are non-refundable. Certification must be completed within five (5) years of enrolling in program

LAPSE IN MEMBERSHIP

- * A member who is trying to earn their PSP for the first time and had a lapse in membership can buy back a year.
- * **This is a ONE TIME, ONE YEAR buy back.**
- * The **PRICE** is **\$60** to buy back one year toward obtaining initial PSP certification.

Which Certificate?

The Professional Standards Program offers two options: B or C

Option B – accepts Continuing Education courses, regular college courses, 30-hour courses from other creditable organizations and combinations of above.

Option C – accepts **ONLY** college credit courses. For exact requirements for each certification, see the reverse side.

How Do I Determine If Courses Will Be Accepted For PSP Credit?

Job-related courses may be earned through regular curriculum classes, continuing education or other training. Two 15-hour classes or other combinations (of at least 10 hours) in the same subject can be used if completed within one calendar year. Prior approval (Form 6) is recommended before enrolling in a course.

Internet courses must be taken through an accredited college or SDPI. Content should equal that of a regular college course. Internet course descriptions must be submitted with Form 6.

Members may send transcripts of previously completed work to the PSP Registrar for evaluation.

Can I Use The Same Education Courses To Upgrade?

YES. Education is cumulative. Educational credit used for one certificate may be reused for upgrading by adding additional courses needed for upgrade to previous education courses.

What Is The In-service Workshop Requirement?

EVERY certificate requires **sixty (60) contact hours of in-service** workshops, of which at least **thirty (30) hours MUST** be sponsored. The remaining thirty (30) hours may be either sponsored or non-sponsored. **Only** one (1) personal development workshop, not to exceed three (3) hours, may be used per certificate.

Sponsored Workshops

Sponsored workshops are required because professional associations assume responsibility for professional improvement of their members. NCAEOP is committed to learning, knowledge, and self-improvement.

Sponsored workshops are:

- * planned, co-planned, organized, or assisted by a local, district, state or national EOP unit.
- * offered to all EOPs in the unit.
- * work-related.
- * approved in advance by the PSP Registrar of NCAEOP (Form 5)

Non-Sponsored Workshops

Non-sponsored workshops must also be work-related. These are planned by non-EOP groups (staff development, SDPI etc.). To ensure acceptance of non-sponsored workshops for credit toward certificate, prior approval should be obtained from the PSP Registrar for NCAEOP (Form 5).

What Is Association Responsibility?

EVERY certificate requires completion of ten (10) points of association responsibility. At least two (2) of the ten points must be earned from committee service or serving as an officer in any EOP unit. The Professional Standards Program recognized the following committees: Awards, Audit, Constitution & Bylaws, Finance, In-service, Legislative, Membership, Meeting Coordination, Nominations & Elections, PSP, Publications, Scholarship, Special Projects.

Points are earned in the following way:

- * 1 point per year of membership per association (local, state, national).
- * 1 point per committee participation per year verified by unit president/committee chairman. Guidelines for assessing completed committee service include committee minutes, attendance records and committee chair reports.
- * 2 points per office or committee chair per year.

Do I Have To Renew My Certificate?

YES. Renewal or upgrading is required for all certificates every five (5) years. Continuous membership in NCAEOP, since the last certificate was received, is required. In addition, the member must meet the requirements for in-service (60 hours of workshops) and association responsibility (10 points). These must be hours and points accumulated since the date of the last confirmation letter.

Computer Technology Certificate

The Computer Technology Certificates are non-renewable, but can be upgraded. A Computer Technology Certificate can be upgraded by meeting the following requirements: completion of 60 additional hours of instruction in the area of computer education; completion of 10 points of Association Responsibility; and completion of 60 in-service hours (30 must be sponsored). Computer Technology Certificates that are not upgraded by meeting the above mentioned requirements, will revert back to the certificate that was previously held by the EOP. To renew the previously held certificate, the EOP will need to complete 60 in-service hours and 10 points of association responsibility.

For Renewal and Upgrades ONLY

If a member should have a one (1) year lapse in membership during the five (5) year renewal/upgrade period, a one-time **ONLY** buy back of the lapsed year is available for \$60. Contact the PSP Registrar or current PSP chairmen for further information.