

## Who is Eligible to Receive a PSP Certificate?

Voting NCAEOP members with three (3) years of consecutive paid membership, including current year, who meet certificate requirements for education, inservice 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 inservice workshops
- Service to NCAEOP at the local, district or state level or to NAEOP
- Work experience as an educational office professional

### FEES

- \$30 to receive first certificate
  - \$30 to renew certificate
  - \$30 to upgrade certificate
  - \$10 replacement of PSP Certificate
- Fees are **non-refundable**. Certification must be completed within five (5) years of enrolling in program.

## Which Certificate?

The Professional Standards Program offers two options: B or C

**Option B** – accepts 30 contact-hour 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 certificate see the reverse side.

## How Do I Determine if Courses Will be Accepted for PSP Credit?

30-hour job-related courses may be earned through regular curriculum classes, continuing education, or other training. Two 15-hour classes or other combinations 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 Inservice Workshop Requirement?

**EVERY** certificate requires **sixty (60) contact hours of inservice** 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, Policy and Procedure, Affiliations, Constitution & Bylaws, Finance/Audit, 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. Guidelines for assessing completed committee service include committee minutes, attendance records and committee chair reports.
- 2 point 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. (March to March). Continuous membership in NCAEOP, since the last certificate was received, is required. In addition, the member must meet the requirements for inservice (60 hours of workshops) and association responsibility (10 point). These must be hours and points accumulated since the date of the last confirmation letter.

## Computer Technology Certificate

The Computer Technology Certificate is renewable. A Computer Technology Certificate can be renewed 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). A Computer Technology Certificate that is not renewed 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. Contact the PSP Registrar or current PSP chairman for further information.

# Professional Standards Program

**Deadline for completing ALL certificates at upcoming annual state conference is DECEMBER 1. Certificates effective for five (5) years from March to March.**

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

## **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 Inservice Workshops
- Form 3B, Record of Association Service
- Transcript (college only)
- \$30 Application or Renewal Fee

*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.org](http://www.NCAEOP.org)**



**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.**