

**APPLICATION FOR UPGRADING OF PSP CERTIFICATE LEVEL**

Reply to: NAEOP PSP Registrar  
 Professional Standards Program  
 National Association of Educational Office Professionals  
 1841 S. Eisenhower Ct.  
 Wichita, KS 67209

Refer to the Professional Standards booklet and submit the information requested below. Mail with \$45 to the NAEOP PSP Registrar 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 is added to all credit card, debit card and P-cards used for payment. **PLEASE COMPLETE ELECTRONICALLY AND PRINT OR EMAIL to [pspreistrar@naeop.org](mailto:pspreistrar@naeop.org)**.

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

Name of Applicant/Previous Name(s) (if applicable) \_\_\_\_\_ (Name as you wish it to appear on the PSP Certificate)

Address \_\_\_\_\_  
 Mailing Address City State ZIP+4

Work Phone ( ) Home Phone ( ) FAX ( )

Email Address \_\_\_\_\_

Present Certificate Level \_\_\_\_\_ Option \_\_\_\_\_ Date of Certificate \_\_\_\_\_

Application is being made for Certificate level \_\_\_\_\_ Option \_\_\_\_\_

**I. EDUCATION**

A. CLEP Tests Date taken \_\_\_\_\_

B. Adult Education, Inservice Education or Continuing Education Courses. To be completed for Option I education requirements. List courses on back of this form and enclose signed documentation of completion.

C. Postsecondary Education - ollege or university credit  
 Name of college or university \_\_\_\_\_  
 Official transcript (check one):  Enclosed  Being sent from college / university

**II. EXPERIENCE**

List work experience, (education or business) since the awarding of your last certificate, beginning with your current position.

Name of school or business	Address of school or business	Job Title (ex: secretary, bookkeeper, etc.)	Dates of Employment	
			From: Mo./Yr.	To: Mo./Yr.

- On the back of this form, list education courses taken for this certificate update and enclose transcript or certificate of completion for each.
- Place this form on the TOP of your application packet. Enclose copies of newly completed Forms II, IIIa, and IIIb, indicating points earned since the awarding of last certificate and any carryover points for Forms IIIa and IIIb, and attach certificates of attendance/completion.

Name on Credit Card \_\_\_\_\_ Credit Card:  Visa  MasterCard  Discover

Credit Card Number \_\_\_\_\_ Expiration \_\_\_\_\_

Signature \_\_\_\_\_ Security Code \_\_\_\_\_

**BACK OF FORM IV  
APPLICATION FOR UPGRADING OF PSP CERTIFICATE LEVEL**

<i>Course Name</i>	<i>Hours</i>	<i>Course Name</i>	<i>Hours</i>
1 _____		7 _____	
2 _____		8 _____	
3 _____		9 _____	
4 _____		10 _____	
5 _____		11 _____	
6 _____		12 _____	

Attach copies of signed certificates indicating completion of adult education, inservice, or continuing education courses listed above.