

Professional Standards Program - PSP

As a TOTEM APEA/AFT member, each of us is a Paraprofessional for the Anchorage School District. The Professional Standards Program (PSP), which is offered through the National Association of Educational Office Professionals (NAEOP), provides TOTEM members an opportunity to earn an additional 2% to 7% pay. This well rounded program takes into account applicant education, work experience, association/volunteer experience and Supervisor's evaluation. There are several educational options.

The next deadline for certification is May 15, 2010. To learn more, please plan to attend one of our 2-hour workshops listed below at the TOTEM office. The workshops will be posted on My Learning Plan. Please be sure to sign up to receive credit for attendance.

February: Saturday the 13th - 11:00 am – 1:00 pm Thursday the 18th - 6:00 - 8:00 pm

March: Thursday the 25th - 6:00 -8:00 pm Saturday the 27th - 11:00 am – 1:00 pm

April: Saturday the 17th - 11:00 am – 1:00 pm Thursday the 22nd - 6:00 – 8:00 pm

To help you get started, for both a new certification and a recertification:

Log onto the TOTEM web site at totemassoc.org/PSP-CPS.htm and print out copies of the forms.

Log onto My Learning Plan and print out a transcript of your continuing education workshops and in-service trainings that you have taken. Have your supervisor sign and date the transcripts for you.

If you are using college credits or business school credits, please make sure you have ordered sealed transcripts and unofficial transcripts. Have them both sent to you. Bring these with you to the workshop.

If you have seminars or workshops that are not accounted for on My Learning Plan, please bring signed copies of certificates of completion for each.

Amey Tamagni is the current TOTEM PSP Chair. If you have questions, please e-mail Amey at tamagni_amey@asdk12.org.

Thank you!