

APPLICATION FOR UPGRADING OF CERTIFICATE LEVEL

Reply to: NAEOP PSP Registrar
Professional Standards Program
National Association of Educational Office Professionals
P.O. Box 12619
Wichita, KS 67277-2619

Refer to the Professional Standards booklet and submit the information requested below. Mail with \$40 to the NAEOP PSP Registrar at the above address. Make checks or money order payable to the National Association of Educational Office Professionals. VISA AND MasterCard are accepted. THIS FORM MUST BE TYPED.

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

Present Certificate Level Option Date of Certificate

Application is being made for Certificate level Option

I. EDUCATION

A. CLEP Tests

Date taken

B. Business School

Name of business school

Official transcript or statement/certificate of completion (check one):

Enclosed Being sent from business school

C. College 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.

Table with 4 columns: 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

Credit Card Number Expiration

Signature

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