Basic PSP Application Directions

☐ **For all Forms:**

- Forms must be typed and are Adobe fillable forms.
- Download the forms emailed to you and save them to your computer.
    - Chromebooks do not work well for this task.
- If you can't access Adobe to type in the fields, contact me directly and we will find a way to accomplish this.

☐ **Form 1, Page 1**

- If you haven't joined NAEOP yet, you will not have a Membership number.
- If you have already joined NAEOP, the number will be on your digital membership card sent to you via email.
- Your level will be dependent upon your educational background.
- You must have four years of work experience and two years must be in the educational field.
    - Your TOTEM experience is pre-filled in for you.
    - If you have four years are more, you are finished!
    - If you don't quite have four, go back to jobs you have held before.
        - Each year of work in the educational field counts as one year.
        - Each two years of work in a non-education job counts as one year.
        - Substitute teaching/TA work does **<u>not</u>** count, as we cannot prove that a person worked the full 182 days for a year.

☐ **Form 1, Page 2- Education**

- If applying with a degree, college, or other post-secondary education, complete Section 2 only.
    - You may provide an **<u>unofficial</u>** copy of your transcripts to be submitted with the application.
        - I **do** need to have the unofficial copy to put into the application.
        - If you don't have one on hand, contact Human Resources to send you a copy via email, (if you turned one in for the 2% highly

qualified pay.)
        - You may request a copy from your college or see if you can obtain one online.
        - If you have an official sealed transcript, we can open it and submit a copy of it with your application.
    - If your degree is an Associates, we will turn a 2%-3% into a 6% increase as Advanced III.
    - If your degree is of international origin, it can be sent with your paperwork along with a self-addressed stamped envelope to be returned to you after processing. However, it **must** be in English to be used.
        - We may also use a **WES** letter showing the American equivalency of the degree.
- If you are using college credits (not a degree), send me a printout of your unofficial transcript for review to determine the level applying for.
- Follow the same procedures for a program such as Alaska Career College, Charter College & etc.
- If you are coming in with a high school diploma, complete Section 1 and request a copy of your high school transcript.
    - Please note that using this method, you must have continuing education hours using MLP, Master Teacher, or from conferences or other trainings that have a title, hours of completion, etc.

☐ **Form IIa- Professional Activity Record**

- This form reflects the hours in your My Learning Plan account.
    - If applying using a Bachelors, Masters, or Doctoral degree, you must have a minimum of 60 continuing education hours outside of the degree.
    - If you do not have 60 hours in MLP but do have additional college courses not being used to apply for education on the education page, they may be used here. Otherwise, you will need to wait until there are enough hours, or complete course work to complete the minimum of 60 hours.
    - Applicants who are non-degree bearing will work with the PSP chair to determine what level they are applying for based on the number of education hours in MLP or other approved items.
- The form is pre-filled with the Anchorage School District, See attached My Learning Plan Transcript verbiage.
    - Print the transcript from your portfolio in My Learning Plan.
    - Have your **Principal/Supervisor sign and date the first page** to make it an official transcript for NAEOP purposes.
    - In the date section of the form, type the very first training date - current.
    - In the hours section, put the total number of hours you have.
    - On the Total Hours line, put the total number of hours you have.
- **Do not sign this form yet-**
    - Let the PSP folks review it to ensure it is correct and to sign where applicable.

☐ **Form IIb- Professional Activity Record**

Basic PSP Application Directions

- This form is all about your affiliation and activity with your union(s).
  - **As a courtesy, the PSP Chair will fill in this section for you!**
  - Not enough points? Don't worry- you have options to volunteer for TOTEM if you don't want to wait for eligibility through the natural process of time.

☐ **PSP Application Checklist**

- This form is an Adobe file. Type in the top info and I will help complete the rest of it as you complete the process.

☐ Once all your forms are filled out, email them to me for a quick review.
- I will let you know if any corrections are needed and ask that you sign and email the forms back to me, as applicable.
- I will put together the final application packed with the forms, transcripts, MLP, and letters from TOTEM and APEA.
- I will email NAEOP with your packet and cc: you on the email.
  - Payment by credit or debit card can be made but will incur a $5 convenience fee.
  - A check may be mailed instead if you would like.
  - The application fee is $45 and is non-refundable.

☐ You may either complete and send in your membership form with your PSP application or you may send it in separately.
- Membership is $50/year.

☐ Once approved, I will be in contact with you and your HR folks to ensure your pay increase is processed.

Thank you,

TOTEM PSP Committee

Email: pspcommittee@asdk12.org

PLEASE NOTE: MEMBERSHIP RATE MAY HAVE CHANGED SINCE 2022