

APPLICATION FOR UPGRADING OF PSP CERTIFICATE LEVEL

Reply to: NAEOP PSP Registrar
 Professional Standards Program
 National Association of Educational Office Professionals
 521 First St., PO Box 10
 Milford, NE 68405

Refer to the Professional Standards booklet and submit the information requested below. Mail a \$45 upgrade fee to NAEOP at the above address. Make checks or money order payable to the *National Association of Educational Office Professionals*. AMEX, VISA, MasterCard & Discover are accepted. A \$5 convenience fee is added to all credit cards, debit cards and P-cards used for payment. **PLEASE COMPLETE ELECTRONICALLY AND EMAIL FORM to staff@naeop.org.**

Date _____ Membership Number _____

Name of Applicant/Previous Name(s) (if applicable) _____

Address _____ City, State, ZIP+4 _____

Work Phone (_____) _____ Home Phone (_____) _____ FAX (_____) _____

Email Address _____

Present Certificate Level _____ Date of Certificate _____

Application is being made for Certificate level _____

I. EDUCATION

A. Adult Education, Inservice Education or Continuing Education Courses.
 List courses on back of this form and enclose signed documentation of completion.

B. Postsecondary Education - college or university credit
 Name of college or university _____
 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, teacher asst., custodian, bookkeeper, etc.) | Dates of Employment | |
|----------------------------|-------------------------------|---|---------------------|----------------|
| | | | From: Mo./Yr. | To: Mo./Yr. |
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- 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 IIa, and IIb, indicating points earned since the awarding of last certificate, and attach certificates of attendance/completion.

Name on Credit Card _____ Credit Card: Visa MasterCard Discover AMEX

Credit Card Number _____ Expiration _____

Signature _____ Security Code _____

