

**PSP
INFORMATION
FOR TOTEM**

Updated
3/20/2026

WHAT IS IT?

- The opportunity to earn 2% - 7% more on your base hourly pay rate
- An opportunity within our TOTEM contract due to our bargaining team(s)
- An opportunity to see that your education is worth it



PRE-REQUISITES

WORK & ASSOCIATION MUSTS

- Being a dues paying TOTEM member
- Joining NAEOP, the organization that sponsors the program
- Four (4) years of job experience, with two (2) being in education
 - K-12, preschool, postsecondary
 - Clerical or instructional support
- Experience may not include substitute work, as it can't be quantified accurately.
- Work experience since graduation from high school is valid

IMPORTANT*

From Section 507.1 on page 19 of the current TOTEM bargaining agreement:

“Only the highest percentage earned will be applied, and in no case shall percentages be combined (pyramiding shall not be allowed).”

The agreement can be found on the [TOTEM website](#)

- If you currently receive 2% for meeting the highly qualified*, it will go away and the percentage of your PSP will take its place.
 - If you hold your CAP certification, which is a 6%, it cannot be combined with a PSP differential. The highest percentage between the two will be recognized.
 - If you upgrade your PSP, only the percentage, the existing and upgrade will not be combined. The upgraded percentage will prevail.

*The 2% was removed from the agreement because it is a state requirement for instructional paras to be highly qualified. Employees who already receive the 2% were grandfathered in and new employees do not receive it.

EDUCATION

- High School diploma + postsecondary programs
 - Beauty School
 - Career Academy
 - Charter College
 - Hours from My Learning Plan
 - CEUs
 - Webinars
 - Course hours from conferences
- Some College
- A degree, plus 60 hours of continuing Education
 - Hours from My Learning Plan
 - Extra college courses separate from the degree
 - CEUs
 - Webinars
 - Course hours from conferences

PSP CERTIFICATES

- Basic 2%
- Associate Professional 2%
- Advanced I 4%
- Advanced II 4%
- Advanced III 6%
- ~~Associate Degree 2%*~~
- Bachelor Degree 6%
- Master Degree 7%
- Doctoral Degree 7%

*Because our contract only gives 2% for an Associates, those with this level of education will be submitted as Advanced III for 6%

Your education determines the PSP certificate you apply for

ASSOCIATION PARTICIPATION

When submitting a PSP application, the applicant must have 10 points on the Association Responsibility form

- Five of these points must be TOTEM and NAEOP
- Five of these points may be other union affiliations or PTA
- All these items must have a letter confirming the years of membership.



CLEAR AS MUD?

1. NAEOP membership follows the calendar year
2. TOTEM membership follows the school year
3. APEA membership follows the calendar year
4. AFT membership follows the calendar year

As a TOTEM member, you are automatically a member of Alaska Public Employees Assn (APEA) and the American Federation of Teachers (AFT.) \$23 of your dues each year stays with TOTEM and the rest goes to APEA and AFT.

Simply by being a member and paying dues, you receive points each year for these associations.

Joining NAEOP before eligible to apply is a good way to work on the points needed between TOTEM and NAEOP.



Slide 9

AT1

Amey Tamagni, 10/6/2024

HOW CAN YOU APPLY SOONER?

- Volunteer with TOTEM
 - Members may volunteer for two committees or events per year that will count as points for PSP
 - Spring conference takes many hands and is a popular choice for simple volunteer opportunities
- Are you an aspiring leader?
 - Serving on the association board is worth two points per year.
 - Serving as a PTA Board member is also two points per year, but those points don't count towards the NAEOP/TOTEM points
 - Depending on individual's factors, volunteering could make eligibility to apply take 2-3 years instead of four (4)
- Be a class attendant at Spring Conference.
- Offer to reach out to welcome new employees.
- Be a committee member.
- Help with Spring conference prep.
- Ask about being an alternate on the APEA or EPIC board.
- Offer to help with social media.

NAEOP MEMBERSHIP

\$55/yr

Membership must be maintained and annual renewal completed within 45 days after due date. Failure to maintain membership will result in a lapse and the inability to recertify your PSP, which is done every five (5) years.

Consequence: You will have to start the whole process over and pay the full application fee of \$45 instead of the recertification fee of \$25. If it occurs again, the TOTEM board may review your eligibility to apply a third time and may ask for new education to be used.

Effective 7/1/2025: If a PSP holder lapses membership, they will not be able to reapply for the PSP for a period of **one (1) year**, unless applying for a higher-level certificate than is currently on record.



Amey Tamagni

OTHER

Like NAEOP, you must maintain your TOTEM membership, or you will not be able to recertify and will lose your differential.

Recertification is every five (5) years & is simple! It requires:

- Three (3) forms
- 60 hours of continuing education

TOTEM will help remind you when it's time to recertify

- A letter will be mailed to you from TOTEM
- The TOTEM PSP Chair will reach out to you with instructions and forms
- You can upgrade to a higher level at any time
 - If you have your Bachelors and then get your Masters, that's 1% more

HOW DO WE GET THIS STARTED?

After reviewing this presentation, you simply need to complete the acknowledgement by responding back to/reaching out to ***(insert email address.)** This is professional and work related. ASD email is appropriate to use. Please put PSP in the subject line.

We will pull information for you and confirm that you have met the association responsibility requirements. If so, an application will be sent to you with some info already filled in.



WHAT ARE THE COSTS?

- Annual NAEOP membership- \$55
- TOTEM dues
- PSP application fee- \$45
- PSP recertification fee in five (5) years- \$25
 - 60 hours of continuing education at the time of recertification.

MISCELLANEOUS

Be proactive-

- Email the PSP chair your transcripts
 - They can be unofficial or official
- If transcripts are international, and in English they can be used
- If they are in a foreign language, we will need an evaluation showing the U.S. equivalency
- If you have transcripts on file with ASD, email TalentManagement@asdk12.org to ask for a copy
 - Make sure to include that it is for a PSP application in the email
- If applying with a high school diploma, we will need to work together to see what education pieces you hold to determine the level of PSP to apply for before anything else
- The PSP chair will provide instructions for the process for each step

FINAL NOTES

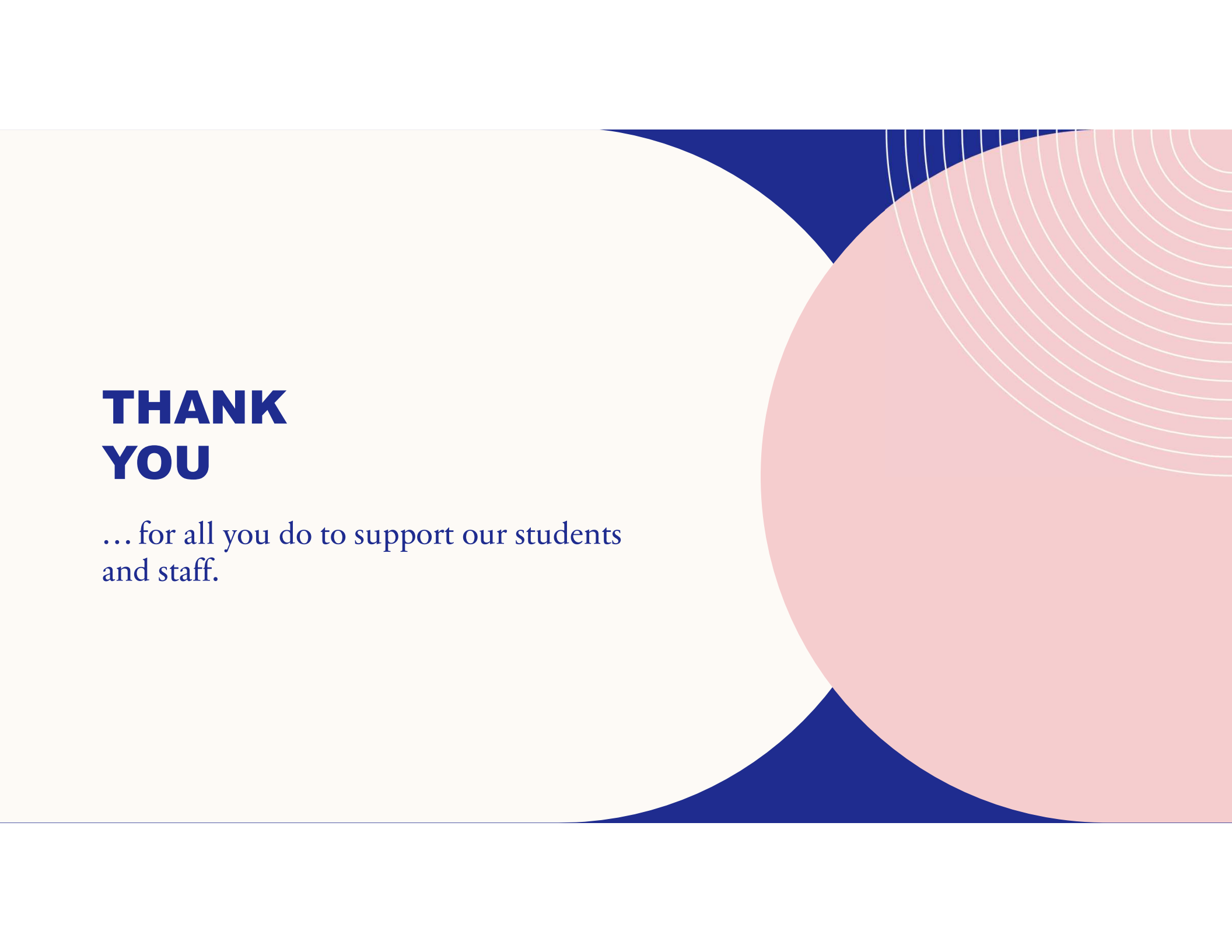
- Be kind and have patience
 - This is a volunteer position, and our volunteers are also TOTEM employees with other life obligations
- Life happens
 - If you need to put this aside due to life circumstances, there is no judgement. Your life and loved ones come first.
- Applications are processed at the end of each month at the NAEOP office

ACKNOWLEDGEMENT/UNDERSTAND TRAINING:

I have reviewed this PowerPoint and understand that I am responsible for maintaining my NAEOP membership, my TOTEM membership, and need 60 hours every five years to recertify.

Please email ***(insert email address here)** once you have read this PowerPoint. While this PowerPoint is available on the TOTEM website, those who have not gone through the PSP Chair will be sent the slides and asked for their Acknowledgment & understanding of the content.

- Forms on the TOTEM website are for sample purposes only
- The application to complete will be sent to applicants by the PSP Chair



THANK YOU

... for all you do to support our students
and staff.