

**PROFESSIONAL ACTIVITY RECORD
of National, State, and Local Association Responsibility**

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

Date _____

Form must be verified by your local, state, or national PSP chairman or local/state president. If you hold one of these offices, it is not permissible to verify your own forms. **THIS FORM MUST BE TYPED.**

Name of Applicant _____

Address _____
Mailing Address
City
State
ZIP+4

Email Address _____

IMPORTANT: List local, area, county, state, and /or national associations for educational office professionals and other education-related association memberships and participation since July 1, 1980. Spell out all acronyms other than AEOP and PTA. **A minimum of 5 points must be earned from local, state, or national associations for educational office professionals.** Attach copies of membership cards or signed documentation verifying membership and participation.

<i>Association/Organization</i>	PARTICIPATION					
	<i>Membership</i>		<i>Elected Officer or Committee Chairman</i>		<i>Workshop/Seminar Leader or Keynote Speaker—One point per presentation or Committee Member</i>	
	<i>One point per year</i>		<i>Two points per year</i>		<i>One point per year</i>	
	Year(s) i.e. 1994-95	Points i.e. 1	Activity & Year	Points	Activity & Year	Points

All points accrued above ten (10) may be applied toward next PSP certificate level. Total Points _____

I certify the above statements to be correct according to my knowledge.

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, 20____

_____, Notary Public

My commission expires _____

I verify the above statements to be correct according to documents attached to this form.

Signature of PSP Chairman (local or state) or President (local or state) – Circle appropriate one.

Mailing Address

Name of Association

Date

If you need additional writing space, please use duplicate copy of this form.

INSTRUCTIONS FOR FORM IIIb

IMPORTANT: List local, area, county, state, and /or national associations for educational office professionals and other education-related association's membership and participation since July 1, 1980. Spell out all acronyms other than AEOP and PTA. **A minimum of five points must be earned from local, state, or national associations for educational office professionals.** Attach copies of membership cards or signed documentation verifying membership and participation.

<i>Association/Organization</i>		PARTICIPATION					
		<i>Membership</i> One point per year		<i>Elected Officer or Committee Chairman</i> Two points per year		<i>Workshop/Seminar Leader or Keynote Speaker—One point per presentation or Committee Member</i> One point per year	
		Year(s) i.e. 1994-95	Points i.e. 1	Activity & Year	Points	Activity & Year	Points
National Association of Educational Office Professionals		1991-02	11			Publicity Committee Member - 1991-92	1
						Panel at AASA Convention - 1991	1
State Association of Educational Office Personnel		1994-02	8			Luncheon Committee For Workshop - 1996	1
Local Association of Educational Office Professionals		1991-02	11	Membership Chairman 1993-95	4	Membership Committee Member - 1992-94	2
				Registration Chairman for State Conference 1994-95	2		
				President Elect 1995-96	2		
				President 1997-98	2		
____PTA		1999-2003	5				

All points accrued above ten (10) may be used toward next PSP certificate level.

Total Points 50

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Name of Educational Office Professionals Association

 - National
 - State
 - Local

Other Education-Related Organizations

 - National
 - State
 - Local

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Membership – one (1) point each year in each association