

Professional Development Request Guidelines

1. Send completed PD request form via email to presidentelect@naeopboard.org. Please list specific date, time, and length of each event on the form.
2. The president elect will verify affiliation status with national office and 90 day requirement (request must be received 90 days prior to visit). If not current, the President Elect makes contact with the association to inform them of their status.
3. The president elect checks availability of requested officer. If available and funds approved, the form is dated, signed and emailed to the national office, president, and requesting association. If the officer is not available, the president elect makes contact with the association.
4. After approval, the president elect will contact affiliate and request the following information:
 - a. Agenda.
 - b. Nearest airport.
 - c. Mode of transportation to hotel and back to airport.
 - d. Conference theme, if any.
 - e. Point of contact during conference.
5. When the professional development visit is complete, the association is invoiced the donation amount unless previously paid.