2017-2018
PSP Governing Board

Chairman
Mary Guest, CEOE
mary.guest@unl.edu

Past Chairman/Past NAEOP President
Connie Bergeson, CEOE
cbergeso@fortsmithschools.org

Wendy Heslink, CEOE
wheslink@hamburgschools.org

Ann Sawicki, CEOE
wicki1@q.com

Gayna Warren, CEOE
gaynawarren@comcast.net

Past Chairman
Malinda Larey, CEOE
mlarey@fortsmithschools.org

Cynthia Marx, CEOE
cmark@e2ccb.org

Bonnie Miller, CEOE
bmiller@paceschool.org

Lisa Morehouse, CEOE
lmoreho@ips.org

Jo Purnell-Johnson, CEOE
jorich@gci.net

Board Members
Cheryl Smith, CEOE
2pncsmith@gmail.com

Penny Sorrick, CEOE
pjester@ccbcmd.edu

Non-Voting Ex-Officio Members
Debbie Geib, NAEOP Executive Director
Jenny Jackson, NAEOP PSP Registrar

2017-2018
PSP Committee

Chairman
Mary Guest, CEOE
mary.guest@unl.edu

Committee Members Elected July, 2017
Gayna Breeze, CEOE
Amy Chandler, CEOE
Karen Donovan, CEOE
Dena Henricks, CEOE
Sharon Mena, CEOE
Linda Rush, CEOE
Cheryl Smith, CEOE
Brian Weston, CEOE

Greenville, SC

Committee Members Approved by Board of Directors January, 2018
Carol Bom, CEOE
Pamela Steele, CEOE

PSP Filing Deadlines
January 15, May 15, September 15

Filing Fees
Program Certification Fee $45
Recertification Fee $25
CEOE Distinction $55

For further information please visit our website: www.naeop.org

Or contact:
NAEOP PSP Registrar
Phone: 316-942-4822
Email: pspregistrar@naeop.org

Updated 3/18
EDUCATION:
Two options are available for meeting the education requirements. Education credit is cumulative from one certificate to another.

- Option I - Complete course work through any one, or a combination of two or more, of the following:
  - Adult Education
  - Continuing Education Units
  - In-service Courses
  - College Level Examination Program
  - Business College
  - Colleges and Universities
  - Institutes
  - Internet Courses

- Option II - College Credit Education requirements are to be met through college credit only.
  - Colleges and universities must be approved by a professional accrediting body.
  - Official transcripts from all colleges/universities are to be submitted.

Education courses must be a minimum of 30 classroom hours, three CEUs, two semester credit hours or three quarter credit hours. A maximum of five courses in a related subject area may be combined to equal required 30 classroom clock hours.

PROFESSIONAL ACTIVITY:
The continuing education of educational office professionals is essential to cope with rapidly changing conditions in the profession. To ensure each applicant is able to remain current in the profession and meet the challenges that lie ahead, 60 hours of in-service/workshops or training is required for each certificate level.

PROFESSIONAL RESPONSIBILITY:
Each certificate level requires the demonstration of the applicants’ fulfillment of ten (10) association responsibility points, as per the guidelines. Points are earned as follows:

- Membership in local, state and national associations—1 point per year for each membership
- Elected officer or committee chairman—2 points per year
- Committee member—1 point per year
- Seminar/workshop leader or keynote speaker—1 point per session

CERTIFIED EDUCATIONAL OFFICE EMPLOYEE (CEOE) DISTINCTION:
The CEOE distinction may be applied for upon the successful completion of the Advanced III, Option I or the completion of the Associate Degree, or higher, under Option II.

RECERTIFICATION:
The highest certificate held must be recertified or upgraded every five (5) years. Continuous NAEOP membership is required.