

**PROFESSIONAL ACTIVITY RECORD  
Inservice/Education Hours**

Reply to: NAEOP Staff  
Professional Standards Program  
Email to: staff@naeop.org

Date \_\_\_\_\_

Form must be verified by your local, state, national PSP Chairman or NAEOP PSP committee member or local/state president. If you hold one of these offices, it is not permissible to verify your own forms. **PLEASE COMPLETE ELECTRONICALLY AND EMAIL.**

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

Email Address \_\_\_\_\_

**NATIONAL, STATE, LOCAL, AND WORK-RELATED PROFESSIONAL ASSOCIATIONS  
AND EDUCATIONAL INSTITUTIONS**

IMPORTANT: Attach copies of signed certificates of attendance/completion for all workshops/seminars and transcripts for college credits listed below.

<i>Sponsoring Organization</i>	<i>Title of Program</i>	<i>Date</i>	<i>Hours</i>	<i>Minutes</i>

Total Hours \_\_\_\_\_

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

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of PSP Chairman or President (of your local or state NAEOP affiliated association) or NAEOP PSP Committee member (signee must be a current NAEOP member and hold a current PSP Certificate). Circle appropriate one.

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Name of Association

\_\_\_\_\_  
Date

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

Continued from Form IIa

NATIONAL, STATE, LOCAL, AND WORK-RELATED PROFESSIONAL ASSOCIATIONS AND EDUCATIONAL INSTITUTIONS

<i>Sponsoring Organization</i>	<i>Title of Program</i>	<i>Date</i>	<i>Hours</i>	<i>Minutes</i>

Total hours \_\_\_\_\_

**INSTRUCTIONS FOR FORM IIa**

NATIONAL, STATE, LOCAL, AND WORK-RELATED PROFESSIONAL ASSOCIATIONS  
AND EDUCATIONAL INSTITUTIONS

<i>Sponsoring Organization</i>	<i>Title of Program</i>	<i>Date</i>	<i>Minutes</i>	<i>Hours</i>
National Association of Educational Office Professionals**	Psychology Institute Class	7/90		30
	Institute	4/1/95		15
	Annual Meeting	7/95		12
	Advisory Council	7/10/95		3
	Membership Briefing	7/10/95		1
	Memory Workshop	7/9/95		6
	Problem Solving	7/8/95		3
	Golden Key	7/8/95		3
NAEOP Foundation	Add a Bit to the Job	3/25/96		6
<u>State</u> Educational Office Professionals Association	Annual Meeting	11/2/02		6
<u>Local</u> Educational Office Professionals Association	Business Meetings Listening Workshop (*)	11/3/01		6
- Educational Institution	Staff Development Seminar	4/15/02		6

Total Hours 97

↑  
Program planned or sponsored by:  
Name of group  
(begin with National)

↑  
Name of Program: convention, conference, institute, workshop.  
  
Indicate with an (\*) program approved on Form VIII.

\*\* NAEOP Institute may be used to meet education requirements or Inservice Training Workshop/Seminar points.

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