

**REQUIREMENTS FOR THE PROFESSIONAL STANDARDS PROGRAM CERTIFICATES
ISSUED BY NAEOP**

OPTION I

CERTIFICATE LEVEL	EDUCATION Admission Requirement: Graduation from High School or Certification of Equivalency See page 8 for listing of subject areas	PROFESSIONAL ACTIVITY Point values listed on page 9	
		Form IIIa Inservice Training	Form IIIb Association Responsibility
		Hours Required	Points Required
Basic	Course documentation for any 5 courses in listed areas	60	10
Associate Professional	Course documentation for any 8 courses in listed areas	60	10
Advanced I	Course documentation for any 11 courses in listed areas	60	10
Advanced II	Course documentation for any 14 courses in listed areas	60	10
Advanced III	Course documentation for any 17 courses in listed areas	60	10

Distinction of Certified Educational Office Employee (CEOE)	Once a member meets the requirements for Advanced III, Option I, Professional Standards Program Certificate, she/he may apply for CEOE at the same time or at a later filing date. See pages 22-23 for guidelines for completion of Form VII, <i>Application for Distinction of Certified Educational Office Employee (CEOE)</i> .
Recertification or Upgrading of PSP certificate level	All current PSP certificates must be recertified or upgraded every five years. See pages 19-21.
WORK EXPERIENCE 4 years	<i>Four years office experience is required for all Professional Standards Program certificates with a minimum of two years in an educational office. A fiscal or an academic year in an educational office is considered one year of experience. A year of teaching is considered one year of experience.</i>