

PROFESSIONAL ACTIVITY RECORD
Inservice Training in Seminars and Workshops

Reply to: NAEOP PSP Registrar
Professional Standards Program
National Association of Educational Office Professionals
1841 S. Eisenhower Ct.
Wichita, KS 67209

Date _____

Form must be verified by your local, state, or national PSP Chairman or local/state president or PSP Governing Board member. If you hold one of these offices, it is not permissible to verify your own forms. **PLEASE COMPLETE ELECTRONICALLY AND PRINT or email to pspreistrar@naeop.org.**

Name of Applicant _____

Address _____
Mailing Address City State ZIP+4

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 since July 1, 1980 listed below.

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

All hours and minutes accrued above 60 hours may be applied toward next certificate level. 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 (local or state) or President (local or state) or PSP Governing Board 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 IIIa

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>

All minutes and hours accrued above sixty (60) hours may be used toward next PSP certificate level.

Total hours _____

INSTRUCTIONS FOR FORM IIIa

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
State Educational Office Professionals Association	Annual Meeting	11/2/02		6
Local Educational Office Professionals Association	Business Meetings Listening Workshop (*)	11/3/01		6
____ Educational Institution	Staff Development Seminar	4/15/02		6

All minutes and hours accrued above sixty (60) hours may be used toward next PSP certificate level.

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.

Revised 08/18