

EDUCATION

Section 1. High school or equivalency required for all certificate levels.

Name of high school from which graduated _____ Date _____

Address _____

Transcript or official statement verifying high school graduation is (check if applicable): Enclosed

Section 2. Business School: To be completed if certificate and option require statement from business school.

Name of business school _____ Date _____

Address _____

Official transcript or statement (check if applicable): Enclosed

Section 3. College or University: To be completed for verification of college credit earned.

<i>Name of College or University</i>	<i>City and State</i>	<i>Dates Attended</i>

Official transcripts are (check, if applicable): Enclosed Being Sent Electronically by College/University

Section 4. Adult Education, In-service Education, or Continuing Education Courses: To be completed for Option I education requirement. (Refer to page 7 in the book)

<i>Course Name</i>	<i>Hours</i>	<i>Course Name</i>	<i>Hours</i>
1 _____	_____	10 _____	_____
2 _____	_____	11 _____	_____
3 _____	_____	12 _____	_____
4 _____	_____	13 _____	_____
5 _____	_____	14 _____	_____
6 _____	_____	15 _____	_____
7 _____	_____	16 _____	_____
8 _____	_____	17 _____	_____
9 _____	_____	<i>Use separate sheet for additional courses.</i>	

Attach copies of signed certificates indicating completion of adult education, in-service, or continuing education courses listed above.

<i>example: 1 Microsoft Excel</i>	<i>10</i>
<i>2 Microsoft Power Point</i>	<i>20</i>

All documents submitted become a part of the applicant's file.

The below item is taken from the NAEOP PSP Handbook, page 7.

A. OPTION I

Applicants meeting education requirements under Option I may complete course work through any one or a combination of two or more of the following:

1. Adult Education

- a. Course approval should be obtained prior to enrollment by completing Form IX, and submitting it to the NAEOP Registrar.
- b. Each course must be a minimum of 30 classroom clock hours. No more than three (3) courses in related subject matter may be combined to equal the 30 classroom clock hours.
- c. Acceptable documentation for verifying successful completion of a course is:
 - (1) An official transcript.
 - (2) A certificate.
 - (3) A signed letter from the instructor.
- d. To allow for more in-depth pursuit of a subject because of job requirements or personal interest, some subject areas are stated below. These are not intended to be the only courses allowed. Other courses may be approved by the NAEOP Registrar as requested by applicants.

Business Health/Physical Education
Business Administration Language
Communications/Media Management
Computer Science Mathematics
Cultural/Historical Science
Education Social Science
Engineering