

**PROFESSIONAL ACTIVITY RECORD  
of National, State, and Local Association Responsibility**

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. If you hold one of these offices, it is not permissible to verify your own forms. **THIS FORM MUST BE TYPED.**

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

Address \_\_\_\_\_  
Mailing Address City State ZIP+4

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

**IMPORTANT:** List local, area, county, state, and /or national associations for educational office professionals and other education-related association memberships and participation since July 1, 1980. Spell out all acronyms other than AEOP and PTA. **A minimum of 5 points must be earned from local, state, or national associations for educational office professionals.** Attach copies of membership cards or signed documentation verifying membership and participation.

Association/Organization	PARTICIPATION					
	Membership <i>One point per year</i>		<i>Elected Officer or Committee Chairman</i> <i>Two points per year</i>		<i>Workshop/Seminar Leader or Keynote Speaker—One point per presentation or Committee Member</i> <i>One point per year</i>	
	Year(s) i.e. 1994-95	Points i.e. 1	Activity & Year	Points	Activity & Year	Points
NAEOP						
TOTEM Employees Assn						
American Federation of Teachers						
Alaska Public Employees Assn						

All points accrued above ten (10) may be applied toward next PSP certificate level. Total Points \_\_\_\_\_

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

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
\_\_\_\_\_, Notary Public

My commission expires \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Local PSP Chairman or Approved Designee

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

**TOTEM Association of ESP**  
\_\_\_\_\_  
Name of Association

Date \_\_\_\_\_

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

### INSTRUCTIONS FOR FORM IIIb

IMPORTANT: List local, area, county, state, and /or national associations for educational office professionals and other education-related association's membership and participation since July 1, 1980. Spell out all acronyms other than AEOP and PTA. **A minimum of 5 points must be earned from local, state, or national associations for educational office professionals.** Attach copies of membership cards or signed documentation verifying membership and participation.

<i>Association/Organization</i>	<b>PARTICIPATION</b>					
	<i>Membership</i>		<i>Elected Officer or Committee Chairman</i>		<i>Workshop/Seminar Leader or Keynote Speaker—One point per presentation or Committee Member</i>	
	<i>One point per year</i>		<i>Two points per year</i>		<i>One point per year</i>	
	Year(s) i.e. 1994-95	Points i.e. 1	Activity & Year	Points	Activity & Year	Points
National Association of Educational Office Professionals  <b>You may join NAEOP prior to applying for your PSP!</b>	1995-12	17			Publicity Committee Member - 1998-2000  Panel at AASA Convention - 2002	1  1
<u>TOTEM Association</u>	1994-12	18			Luncheon Committee For Workshop - 2005	1
<u>Alaska Public Employees Association</u>	2004-12	8			Membership Committee Member - 2008-2010	2
<u>Alaska Federation of Teachers</u>	2004-12	8				
____PTA  <b>If you do not have a membership card, call 279-9345, the State PTA office to see if they have record of your membership. They can give you a letter, if they do.</b>	1999-2003	5	Vice President, ABC PTA 2012-2013	2		

All points accrued above ten (10) may be used toward next PSP certificate level.

Total Points   64  

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Name of Educational Office Professionals Association  
National  
State  
Local

↑

Membership – one (1) point each year in each association

Other Education-Related Organizations  
National  
State  
Local

**\*\*Only 5 points may come from a combination of APEA, AFT, PTA or anything authorized outside of NAEOP & TOTEM. The remainder/overage will be considered carryover points, if ever applicable.\*\***