



Help with Completion

# PSP FORMS DIRECTIONS

Amey Tamagni

PSP Chair, TOTEM Assn.



## Basic PSP Forms Summary

Greetings PSP applicant!

These directions are meant to assist members who have:

1. Already attended a TOTEM PSP workshop.
2. Who have been determined to qualify to apply and are ready to complete the application.
3. Who are already in contact with the TOTEM PSP Chair, Amey Tamagni

If none of the above apply to you, please email me at [tamagni\\_amey@asdk12.org](mailto:tamagni_amey@asdk12.org) for details.

Please note:

- You must be a TOTEM members and become a NAEOP member to apply.
  - Reach out to TOTEM at 562-1183 to become a TOTEM member.
  - Go to NAEOP.org to become a member.
- You must maintain your TOTEM and NAEOP memberships to recertify every five (5) years.
- You **must** be able to access the application forms, type them and save and/or print them on your own.
  - This skill is part of being a paraprofessional.
  - The PSP Chair is a volunteer and does not have the time to complete the process for individuals.

# Basic PSP Forms Summary

## PSP Workshop

- Have you attended one put on by TOTEM?
  - This is a prerequisite for applying.
- Watch for Workshops to be listed on the TOTEM website and in My Learning Plan.

## For all Forms:

- Forms must be typed and are Adobe fillable forms.
- If you can't access Adobe to type in the fields, contact me directly and we will find a way to accomplish this.

## Form 1, Page 1

- If you haven't joined NAEOP yet, you will not have a Membership number.
- If you have joined NAEOP, the number will be on your digital membership card sent to you via email.
- Your level and option will be dependent upon your educational background.
- You must have four years of work experience.
  - Start with the current ASD classified/TOTEM position you are in and then go backwards through your jobs.
  - If you have four years or more, you are finished.
  - If you don't quite have four, we go back to jobs you have held before.
  - Substitute teaching/TA work does **not** count, as we cannot prove that a person work the full 182 days for a year.

## Form 1, Page 2- Education

- The easiest ones to complete are those holding a college degree.
  - If you have a degree, complete Section 3.
  - You may provide an unofficial copy of your degree to be submitted with the application.
    - I **do** need to see the unofficial copy.
    - If you don't have one on hand, contact Human Resources to send you a copy via email, if you turned one in for the 2% highly qualified pay.
    - You may request a copy from your college or see if you can obtain one online.
    - If you have an official sealed transcript, we can open it and submit a copy of it with your application.
  - If your degree is an Associates, we will turn a 2%-3% into a 6% increase.

## Basic PSP Forms Summary

- If your degree is of international origin, it can be sent with your paperwork along with a self addressed stamped envelope to be returned to you after processing. However, it **must** be in English to be used.
  - We may also use a WES letter showing the American equivalency of the degree.
- If you are using college credits (not a degree), bring a printout of your unofficial transcript for review to determine the level applying for.
- Follow the same procedures for Section 2 or a program such as Alaska Career College, Charter College & etc.
- If you are coming in with a high school diploma, we may have to become creative and use Section 1 and Section 4 together.
  - Please note that it is possible that there will not be enough education to qualify for a PSP certificate using this method.

### **Form IIa- Professional Activity Record**

- This form reflects the hours in your My Learning Plan account.
  - A minimum of 60 hours is needed to apply.
  - If an applicant does not have 60 hours, but does have additional college courses not being used to apply for education on the education page, they may be used here. Otherwise, applicant will need to wait until there are enough hours, or complete course work to complete the minimum of 60 hours.
- The form is pre-filled with the Anchorage School District, See attached My Learning Plan Transcript verbiage.
  - Print the transcript from your portfolio in My Learning Plan;
  - Have your **Principal/Supervisor sign and date the first page** of it to make it an official transcript for NAEOP purposes;
  - In the date section, put the very first training date-current;
  - In the hours section, put the total number of hours you have;
  - On the Total Hours line, put the total number of hours you have.
- **Do not sign this form yet-**
  - Let the PSP folks review it to ensure it is correct and to sign where applicable;

### **Form IIb- Professional Activity Record**

- This form is all about your affiliation and activity with your union(s).
- Each school year, 07/01-06/30, you receive one point for being a TOTEM dues paying member;
- Each calendar year, 01/01-12/31, you receive one point each for the Alaska Public Employees Assn. (APEA) and the American Federation of Teachers (AFT), as a dues paying member;

## Basic PSP Forms Summary

- To receive points with NAEOP, who sponsors this program, you may join at any time for the annual membership fee of \$50 and receive one point per membership (calendar) year;
- If you are or have been a member of a PTA/PTSA, you may receive points for this, as well.
  - If you don't have a card, you may request a membership letter through the PTA office at 279-9345 by telling them when you were a member and where. They will verify this in their master files.
  - If you were a PTA/PTSA officer, it is worth two points each year and the same verification through the office may be obtained.
- If you have been a workshop Leader, TOTEM worksite contact, or TOTEM committee member, it is worth one point for each year served.
- Between NAEOP and TOTEM, you must have five points and one must be NAEOP;
- Between AFT, APEA, and PTA/PTSA, you must have five points.
- Letters of verification will be provided through the PSP committee for TOTEM, AFT & APEA.
- **Do not sign this form yet-**
  - Let the PSP folks review it for accuracy and sign where applicable;

### PSP Application Checklist

- This form is an Adobe file. Type in the top info and I will help complete the rest of it as you complete the process.

Thank you,

*Amey J Tamagni*

Amey Tamagni  
PSP Chair