RECORD OF EXPERIENCE AND EDUCATION

Refer to the Professional Standards Program booklet and enter information requested below. Mail a $45 PSP certificate application fee to the NAEOP staff, National Association of Educational Office Professionals, 521 First St., PO Box 10, Milford, NE 68405.

Make check or money order payable to the National Association of Educational Office Professionals. American Express, VISA, MasterCard & Discover are accepted. A $5 convenience fee will be added to all credit cards, debit cards and P-cards used for payment. Applicant must be a member of NAEOP. **PLEASE COMPLETE ELECTRONICALLY AND EMAIL TO staff@naeop.org**.

Date _____ Membership Number _____
(See membership card or recent mailing label)

Name _____ (Name as you wish it to appear on the PSP Certificate)

Previous Name(s) (if applicable) _____

Mailing Address _____ City State ZIP _____

Email Address _____

Work Phone (___) _____ Home Phone (___) _____ FAX (___) _____

Certificate level for which application is being submitted: _____
Level

EXPERIENCE

Beginning with current position, list work experience demonstrating 4 years of experience with a minimum of 2 years in an educational institution.

Name of school or business	Address of school or business	Job Title/duties (ex: secretary, teacher asst., bookkeeper, custodian, etc.)	Dates of Employment From: Mo./Yr.	To: Mo./Yr.
Anchorage School District	5530 E. Northern Lts Blvd; Anchorage, AK 99507	Classified-various		

Name on Credit Card _____ Credit Card: ☐ VISA ☐ MasterCard ☐ Discover ☐ AMEX

Address of Credit Card Holder _____

Credit Card Number _____ Expiration _____

Signature _____ Security Code _____