

## PSP Summary

### ***Experience - Form 1, Page 1 Four years of experience is required.***

- § Each year employed in education counts as a full year
- § Each two years of work experience in other office areas is considered one year of experience (make sure you list your job title showing it was an office position)
- § Work Experience may be considered from time of high school graduation.

### ***Administrator Evaluation - Form 2***

The administrator must be current or previous supervisor within the past two years.  
(Can be included with PSP application or mailed separately.)

### ***Education - Form 1, page 2***

#### ***§ Option I - can be met by anyone or a combination of the following:***

Adult Education, Continuing Education Units (CEU), Inservice Courses, College-Level Examination Program (CLEP), Business College, Colleges and Universities, Institutes (two 15-hour NAEOP Institute courses may be used to meet one 30-classroom clock hour course), and Internet Courses.

#### ***§ Option II - College Credit Only - must have an official transcript***

§ You can use transcripts, training and inservice certificates since you graduated from high school. Education courses must be a minimum of 30 classroom hours for a total of 60 hours, three CEU's, two semester credit hours or three-quarter credit hours. A maximum of three courses in related subject matter may be combined to equal required 30 classroom clock hours.

*1 CEU = 10 classroom clock hours, 1 semester credit hour = 15 classroom clock hours, 1 quarter credit hour = 10 classroom clock hours*

### ***Inservice Training - Form IIIa - Sixty hours of inservice is required.***

You have to submit the certificates of attendance for each inservice course. Certificates must include an authorized signature, name of course, date(s) and total number of clock hours completed. Only send copies. in the order you list them on the form.

Can be on an attached form...

### ***Association Responsibility - Form IIIb - Ten points in education-related professional organizations***

- § A minimum of 5 points must be earned from local, state, or national associations for educational office professionals. NAEOP, UAEOP, etc.
- § Other education-related associations - PTA, Utah Classified Association, etc.
- § Boy Scouts, Girls Scouts, Little League, Advisory Committees, etc. will not count.

Membership (per association, per year)	1 point
Elected Officer	2 points
Committee Chairman	2 points
Committee Member	1 point
Workshop/Seminar Leader or Keynote Speaker (each presentation)	1 point
- § You must be a member of NAEOP when you submit your application and you can count that as one year.

§ Dates for filing: September 15, January 15, May 15

§ NAEOP membership - \$50, PSP application fee -\$45, CEOE fee - \$55

***If you have more questions, go to NAEOP.org, programs, PSP***

### OPTION I

<b>CERTIFICATE LEVEL</b>	<b>EDUCATION</b> <b>Admission Requirement:</b> <b>Graduation from High School</b> <b>or Certification of Equivalency</b>  <b>See page 7 for listing of subject areas</b>
<b>Basic</b>	<b>Course documentation for any 5 courses in listed areas</b>
<b>Associate Professional</b>	<b>Course documentation for any 8 courses in listed areas</b>
<b>Advanced I</b>	<b>Course documentation for any 11 courses in listed areas</b>
<b>Advanced II</b>	<b>Course documentation for any 14 courses in listed areas</b>
<b>Advanced III</b>	<b>Course documentation for any 17 courses in listed areas</b>

### OPTION II

<b>CERTIFICATE LEVEL</b>	<b>EDUCATION</b> <b>Admission Requirement:</b> <b>Graduation from High School</b> <b>or Certification of Equivalency</b>
<b>Basic</b>	<b>30 semester credit hours or 60 quarter credit hours of college work</b>
<b>Associate Professional</b>	<b>60 semester credit hours or 90 quarter credit hours of college work</b>
<b>Associate Degree</b>	<b>Must hold an Associate Degree</b>
<b>Advanced I</b>	<b>90 semester credit hours or 120 quarter credit hours of college work</b>
<b>Advanced II</b>	<b>100 semester credit hours or 130 quarter credit hours of college work</b>
<b>Advanced III</b>	<b>110 semester credit hours or 140 quarter credit hours of college work</b>
<b>Bachelor Degree</b>	<b>Must hold a Bachelor Degree</b>
<b>Master Degree</b>	<b>Must hold a Master Degree</b>
<b>Doctoral Degree</b>	<b>Must hold a Doctoral Degree</b>