

**REQUIREMENTS FOR THE PROFESSIONAL STANDARDS PROGRAM CERTIFICATES
ISSUED BY NAEOP**

OPTION II

CERTIFICATE LEVEL	EDUCATION Admission Requirement: Graduation from High School or Certification of Equivalency	PROFESSIONAL ACTIVITY Point values listed on page 17	
		Form IIIa Inservice Training	Form IIIb Association Responsibility
		Hours Required	Points Required
Basic	30 semester credit hours or 60 quarter credit hours of college work	60	10
Associate Professional	60 semester credit hours or 90 quarter credit hours of college work	60	10
Associate Degree	Must hold an Associate Degree	60	10
Advanced I	90 semester credit hours or 120 quarter credit hours of college work	60	10
Advanced II	100 semester credit hours or 130 quarter credit hours of college work	60	10
Advanced III	110 semester credit hours or 140 quarter credit hours of college work	60	10
Bachelor Degree	Must hold a Bachelor Degree	60	10
Master Degree	Must hold a Master Degree	60	10
Doctoral Degree	Must hold a Doctoral Degree	60	10

Distinction of Certified Educational Office Employee (CEOE)	Once a member meets the requirements for Associate Degree, Advanced I, Advanced II, Advanced III, Bachelor Degree, Master Degree, or Doctoral Degree Professional Standards Program Certificate, Option II, she/he may apply for CEOE at the same time or at a later filing date. See page 22-23 for guidelines for completion of Form VII, <i>Application for Distinction of Certified Educational Office Employee (CEOE)</i> .
Recertification or Upgrading of PSP certificate level	All current PSP certificates must be recertified or upgraded every five years. See page 19-21.
WORK EXPERIENCE 4 years	<i>Four year's experience is required for all Professional Standards Program certificates with a minimum of two years in an educational office. A fiscal or an academic year in an educational office is considered one year of experience. A year of teaching is considered one year of experience.</i>