



Holiday Greetings to our Everett Office Professionals

***Reminder of upcoming WAEOP hosted workshop at our Everett Public Schools District Office
on Wednesday, December 7 at 5:30pm***

If you have not yet obtained your PSP (Professional Standards Program) certificate through NAEOP (National Association of Educational Office Professionals), this is the time!

Many people have been inquiring as to how to obtain their PSP certificate. For some of you, this is a great time to start putting papers in order and figuring out what the PSP certification process is all about; for others of you this is a time to put the final touches on your application and get it ready to submit.

We will have Washington's PSP expert, Cheryl Smith, at our workshop to answer your questions. So, gather your things, and get ready to make some progress. Feel free to bring your fully-charged laptop if you would like to work on the papers electronically.

Hope to see you on Wednesday evening at the Everett School District office **Professional Standards Program (PSP) Workshop**.

To prepare for this workshop, here are some ideas:

STEP 1: Obtain memberships in the following office professional organizations-
WAEOP (the state level) - get form online at www.waeop.com

SCAEOP (local level) - you can request one by emailing grossenbacherd@msn.com, or pick one up at the workshop

NAEOP (national level) - get form online www.naeop.org

Everett School District Office Professionals can use Professional Development funds to pay for these memberships!

STEP 2: Gather all papers that show you attended workshops. If you have clock hour forms, that's great evidence.

STEP 3: Print off a PSP application from the NAEOP website to use as your 'sloppy copy' and start filling in the blanks at www.naeop.org

STEP 4: Get your administrator to fill out Form 2, Page 1, (admin eval). Send it to them electronically so they can type in the answers. They will need to print off and sign.

HINT: The 10 'points' needed come from the following: 5 (or more) MUST come from AEOP organizations (through memberships in NAEOP/WAEOP/SCAEOP, working on committees, serving as an officer, or helping at workshops, etc.). The other 5 (or less) may come from other educational organizations such as educational unions and PTAs. Most people obtain those pretty easily.

Also, as you list your workshop hours, don't put down many more than are required.

In addition, once you think your application is complete, it needs to be scanned/emailed to our state PSP Coordinator, Cheryl Smith. She will help fine-tune before sending it to NAEOP.

Be sure to read through the PSP Questions and Answers document that is found on the NAEOP website.

Join us on **December 7** to get your questions answered and work on your application.

Just think of this as your holiday present to yourself to receive a monthly stipend for your hard work and having something to show for all those college credits or workshops or trainings you have participated in throughout your career. You really are pretty remarkable!

Pam James, WAEOP Area 6 Director
425-343-2911 or Pamela.james1@frontier.com

