

Professional Standards Program

The continuing education of educational office professionals is essential to cope with rapidly changing conditions in the profession.

The National Association of Educational Office Professionals (NAEOP) provides the opportunity for members to enhance their professional competencies through academic programs, conferences, and institutes. These incentive activities enable the members to take progressive steps to their desired professional growth level.

Successful completion of a NAEOP approved program qualifies the member for one or more of the following Professional Standards Program certificates:

- Basic
- Associate Professional
- Advanced I
- Advanced II
- Advanced III
- Associate Degree
- Bachelor Degree
- Master Degree
- Doctoral Degree

Each certificate is based on requirements in three areas: education, experience, and professional activity.

Members of NAEOP may apply for admission to the Professional Standards Program. NAEOP encourages membership in local and state associations for educational office professionals, but it cannot mandate such membership. Graduation from high school (or the equivalent) is required.

Filing dates for PSP applications are as follows:

- January 15
- May 15
- September 15