

California Association of
Educational Office Professionals



Professional Incentive Program (PIP)

*A Certification Program for Educational
Office Professionals*

**GUIDELINES &
APPLICATION FORMS**



California Association of Educational Office Professionals

www.caeop.org

To the Educational Office Professional:

The members of the Executive Board of the California Association of Educational Office Professionals (CAEOP) are pleased you have shown an interest in the Professional Incentive Program (PIP), a certification program sponsored by CAEOP. We encourage you to set a goal now to attain a PIP certificate and ultimately earn the distinction of a Master Professional.

After reviewing the information contained in this booklet, should you feel you need assistance with regard to the program, please do not hesitate to contact the CAEOP PIP Chairperson or any member of the CAEOP Executive Board.

Each educational office professional shows pride in our profession by setting a goal to attain a PIP certificate, and upon successful completion of the Program, will be above the best and will meet the challenge of excellence. We wish you only the best.

Mission Statement

The California Association of Educational Office Professional is a nonprofit organization that focuses on providing professional growth and training programs for non-certificated office personnel.

The Association encourages its members to grow professionally to better understand their role in serving the public and private educational institutions.

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California Association of Educational Office Professionals Professional Incentive Program (PIP)

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INTRODUCTION

The California Association of Educational Office Professionals sponsors a Professional Incentive Program (PIP) to assist members in their quest for personal and professional excellence. The comprehensive scope of the PIP Program will provide opportunities for acquiring, expanding and balancing general knowledge, technical expertise and personal enrichment.

Achievement in each level of the PIP is recognized by the awarding of a certificate and a special pin to be worn signifying the level of accomplishment in each track as described below. See "Certificate Presentation" for additional details regarding the presentation of certificates.

There are now **two** ways to earn your Professional Incentive Program certificate! Track One or Track Two (previously Level I or Level II). Each track includes five levels of accomplishment and the applicant is qualified for one or more of the following Professional Incentive Program certificates:

Basic Professional – Associate Professional – Associate Professional II Advanced Professional – Master Professional

Membership in the California Association of Educational Office Professionals (CAEOP) is not a requirement; however, it does provide additional opportunity to qualify for each level.

TRACK ONE provides levels of recognition for those individuals who are pursuing a degree or course work through online courses, vocational classes, or college/university classes. Successful completion of a college degree or course work in adult school, community college, university, correspondence or online classes in accredited institutions, and/or seminars taught by a credentialed instructor will be credited. Successful completion of a college degree or the specified minimum number of college units, along with work experience and professional activity, will earn the applicant various certificate levels. Credit will given for professional responsibilities and in-service completed, or in process, during the last five years.

TRACK TWO is based on your years of work experience, in-service completed and association responsibility. Certificates will be issued based on your level of completion in each area.

If you have previously earned your certificate in Track One (previously Level I) you may now qualify for an upgraded certificate in Track Two.

CERTIFICATE PRESENTATION

The recipients of the Professional Incentive Program Certificate may select the event where their certificate will be presented. A letter of special recognition will be mailed to the recipient's administrator, supervisor, or designated individual advising of the completion of requirements and extending an invitation to attend the function where the certificates will be awarded. A duplicate certificate may be issued upon request and will be marked "duplicate

TIME LINE

Records of completed courses and activities may be submitted any time. However, to receive your certificate at the Annual Conference in March, records must be submitted no later than January 15 to the **Professional Incentive Program Chairman**.

The **Professional Incentive Program Chair** will meet between January 15 and February 1 to verify completion of requirements and eligibility.

RECORD KEEPING

It is the responsibility of the candidate to keep ongoing records of completed courses and/or activities for the candidates' personal information. Record keeping forms are included in this packet.

It is the responsibility of the CAEOP PIP Chairman to maintain a file on each candidate that shall include copies of submitted course work, in-service, professional responsibilities, and a copy of the certificate awarded. The Chairman shall keep the necessary financial records, and a current list of all certificates awarded.

PIP Committees

This program has two committees, CAEOP's Professional Incentive Program Committee (PIP), and an Advisory committee.

The **PIP Committee** shall be composed of:

- ❖ Chairman - CAEOP Board Member
- ❖ Past President - Ex Officio
- ❖ CAEOP Directors
- ❖ Vice President In-Service

It shall be the responsibility of the PIP Committee to:

- ❖ Determine the eligibility of each candidate.
- ❖ Determine that course work, committee work, and other professional activities, of the candidate, meet established criteria.
- ❖ Determine satisfactory completion of all requirements of candidates.
- ❖ Approved awarding of Professional Incentive Program Certificate to candidate and notify appropriate personnel, i.e., administrator, supervisor, or designated individual, as well as issue a news press release.
- ❖ Review and update Professional Incentive Program periodically and submit recommendations to the CAEOP Executive Board for approval.

The **Advisory Committee** shall serve as consultants to the PIP Chairman. This committee shall be composed of:

- One representing administration
- One representing classified
- CAEOP Executive Consultant

ENDORSEMENTS

The Professional Incentive Program is endorsed by:

Chancellor, The California State University
Chancellor, California Community Colleges
Association of California School Administrators
California Association of School Business Officials
California School Boards Association

Adopted by CAEOP Executive Board on November 3, 1979

Revised: March 3, 1983
 August 18, 1984
 March 6, 1986
 May 2, 1987
 January 22, 1999
 May 17, 2003
 June 14, 2008

PROGRAM CONTENT

PIP Points will be awarded in the following areas:

Course Work

Successful completion of a college degree or course work in adult school, community college, university, correspondence classes in accredited institutions, and/or seminars taught by a credentialed instructor will be credited during the last five years.

Related subject areas: Course may include, but is not limited to any of the following:

Audio-Visual Instructional Media, Accounting, Business Administration, Business Writing, Computer Technology, Data Processing, Education, English, Foreign Language, Graphics, Health/Safety, Labor Relations, Library Technology, Psychology, Public Speaking.

General subject areas: Course work may include, but is not limited to, any of the following:

American History, California History, Consumerism, Estate Planning, Investments, Philosophy, Physical Education, Retirement Planning, Self-Improvement-Sociology, Taxes, World History.

In-Service Options

Verified attendance at conferences, conventions, institutes, seminars, and workshops, sponsored CAEOP, other professional associations, or private organizations.

Professional Responsibilities

Membership in any professional educational association and/or other professional organization. Leadership or committee service in any professional association.

DEFINITIONS

Conference:	A formal meeting of a number of people for discussion or consultation.
Convention:	An assembly, often periodical, of members or delegates, as of a political, social, professional, or religious group.
Course:	A complete series of studies leading to graduation, a degree, etc.
Institute:	A short teaching program established for a group concerned with some special field of work.
Semester:	1) A 6-month period; half year. 2) Either of the two terms, of about 18-weeks, which usually make up a school or college year.
Seminar:	1) A course of supervised students doing research or advanced study, as at a university. 2) A course, for such a group, or any of its sessions. 3) Any similar group discussion.
Workshop:	A seminar or series of meetings for intensive study, work, discussion, etc. in some field

TRACK I

REQUIREMENTS FOR THE PROFESSIONAL INCENTIVE PROGRAM CERTIFICATES ISSUED BY CAEOP

CERTIFICATE LEVEL	EDUCATION/ COURSE WORK	WORK EXPERIENCE Minimum number of years	PROFESSIONAL ACTIVITY	
			Inservice Training	Association Responsibility
Basic Professional	45 semester hours	4	10	10
Association Professional I	Associate Degree or 60 semester units	6	20	15
Associate Professional II	100 semester units	8	30	20
Advanced Professional	Bachelor's Degree	10	40	25
Master Professional	Master's Degree	12	50	30

- Under professional activity the in-service training and association responsibility, the point system is cumulative.

TRACK II

REQUIREMENTS FOR THE PROFESSIONAL INCENTIVE PROGRAM CERTIFICATES ISSUED BY CAEOP

CERTIFICATE LEVEL	EDUCATION/ COURSE WORK	WORK EXPERIENCE Minimum number of years	PROFESSIONAL ACTIVITY	
			Inservice Training	Association Responsibility
Basic Professional		4	30	10
Association Professional I		6	40	15
Associate Professional II		8	50	20
Advanced Professional		10	60	25
Master Professional		12	70	30

- Under Professional Activity, the in-service training and association responsibility point system is cumulative.

\$35.00 fee for initial application-any level and \$15.00 for a certificate upgrade, made payable to: CAEOP/PIP

Track One and Track Two Requirements for Completion of Certificate

1. Course Work (Track One)

College Semester Courses

2 PIP points for each semester unit of credit

College Continuing Education Classes

10 hours = 1 PIP point

Adult School - semester courses

6 PIP points for each course

Seminars Taught by a Credentialed Instructor

10 hours = 1 PIP Point

Continued Learning

Points may be earned by verification of hours dedicated to volunteer services in educational fields, tutoring, mentoring, and travel based on an essay of no more than 100 words describing work/life experiences. Essay must include what you did, where you did it, and skills you learned.

2. In-Service (Track One and Track Two)

Attendance/presenter/evaluator at conferences, conventions, institutions, seminars and/or workshops. (Presenters points will be doubled)

5-Day Program	5 PIP Points (10 PIP Points for Presenter)
4-Day Program	4 PIP Points (8 PIP Points for Presenter)
3-Day Program	3 PIP Points (6 PIP Points for Presenter)
2-Day Program	2 PIP Points (4 PIP Points for Presenter)
1-Day Program	1 PIP Point (2 PIP Points for Presenter)
One-Half Day	.5 PIP Point (1 PIP Point for Presenter)

3. Professional Responsibilities (Track One and Two)

CAEOP and NAEOP membership - 1 PIP point per year of membership

Other Professional Organizations - 1 PIP Point (one time only)

Leadership role as an elected officer in a professional education association and/or other professional organization, i.e., (Officer in local affiliate) - 2 PIP points per year.

Committee Chairman - 1 PIP point per year

Committee Service /Community Service Organization, i.e., (Local Affiliate, ABWA, Girl Scouts, Soroptimists) - .5 PIP point per year

4. Work Experience (Track One and Track Two)

See Track One and Track Two for minimum number of years for work experience requirements.

Verification of attendance, or participation, must be received in writing,

HOW TO APPLY ♦ TRACK ONE OR TWO

- Step 1: Complete the Professional Incentive Program Application.
- Write a check for the initial application fee of \$35.00 (any level) or \$15.00 for a certification upgrade (any level) payable to CAEOP.
- Step 2: Mail your check and completed application to the CAEOP PIP Chairperson. Complete Form 1, "Record of Education".
- ❖ If requesting credit for business school, college or university, an official transcript is required. (For Track One Only - Section 1 and 2)
 - ❖ If requesting credit for adult education, in-service education, or continuing education courses, attach a copy of the certificate indicating completion of the course. (For Track One and Two - Section 3)
- Step 3: Complete Form 2, "Record of Experience:
- Step 4: Complete Form 3, "Professional Activity Record / In-Service Training in Seminars and Workshops".
- ❖ If requesting credit for local affiliate activities, be sure they have the local affiliate PIP Chairperson or president sign the form before returning.
 - ❖ If requesting credit for CAEOP or NAEOP professional development activities or annual conference activities, be sure to enclose a copy of the awarded certificate indicating confirmation of your attendance.
 - ❖ If requesting credit for professional development activities from another educational organization, enclose a copy of a certificate of attendance along with a description of the program (flyer) or a letter from that organization's representative verifying your attendance, the length of program and a brief description of the program's curriculum.
- Step 5: Complete Form 4, "Professional Activity Record / Association Responsibility".
- ❖ See above bulleted comments for verification by the local, state or national PIP chairperson or president.
- Step 6: Mail above forms and related documents to the PIP Chairperson. Forms must be received by January 15, of each year in order to receive recognition at the Annual Conference in March.

After the CAEOP PIP Chairperson receives your completed application and fee, you will receive a letter/e-mail confirming your application and fee has been received.



California Association of Educational Office Professionals

Professional Incentive Program Initial Application

www.caeop.org

Track I _____
or
Track II _____

New Application _____

Certification Upgrade _____

Name: _____
Please print name as you want it to appear on the PIP Certificate

_____ Social Security Number

Mailing Address: _____

Phone #: _____

_____ Street and Box Number

_____ City State Zip Code

Place of Employment: _____ School District

Office or School: _____ Phone #: _____

Mailing Address: _____
Street and Box Number City State Zip Code

Name of Administrator to be notified of your enrollment: _____

_____ Administrator's Title Street Address City State Zip Code

Approximate target date for completion of requirements: _____

Name of local newspaper for press release: _____

Mailing Address (for press release): _____
Street and Box Number City State Zip Code

Signature: _____ Date: _____

Please include your check in the amount of \$35.00 for initial application-any level and \$15.00 for a certification upgrade made payable to CAEOP/PIP and mail to:

PIP Coordinator – Adrian Ober
1590 N. Handy Street, Orange, CA 92867
E-Mail aober@orangeusd.k12.ca.us
Tel: 714-633-7073 (hm)

If further information is requested please contact the PIP Coordinator via e-mail:
aober@orangeusd.k12.ca.us

CALIFORNIA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

Record of Education

Date _____ Social Security Number _____

Name _____ Previous Name(s) (if applicable) _____
 (Name as you wish it to appear on PIP Certificate)

Mailing Address _____ City, State, Zip+4 _____

E-mail Address _____

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

Name of business school _____ Date _____

Address _____

Section 2. College or University: To be completed for Track One.

<i>Name of College or University</i>	<i>City and State</i>	<i>Dates Attended</i>

Official transcripts are (check one): Enclosed Being sent from college and/or university

Section 3. Adult Education, In-Service Education, or Continuing Education Courses: To be completed for Track One education requirement.

<i>Course Name</i>	<i>Hours</i>	<i>Course Name</i>	<i>Hours</i>
1 _____	8 _____	8 _____	_____
2 _____	9 _____	9 _____	_____
3 _____	10 _____	10 _____	_____
4 _____	11 _____	11 _____	_____
5 _____	12 _____	12 _____	_____
6 _____	13 _____	13 _____	_____
7 _____	14 _____	14 _____	_____

Attach copies of certificates indicating completion of adult education, in-service, or continuing education courses listed above.

All documents submitted become part of the applicant's file.

CALIFORNIA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

PROFESSIONAL ACTIVITY RECORD In-Service Training in Seminars and Workshops

Date _____

Form must be verified by your local, state or national PIP Chairman or local/state president. If you hold one of these offices, it is not permissible to verify your own forms. **THIS FORM MUST BE TYPED.**

Name of Applicant _____

Address _____
Mailing Address City State Zip+4

E-mail Address _____

NATIONAL, STATE, LOCAL, AND EDUCATIONAL PROFESSIONAL ASSOCIATIONS

IMPORTANT: Attach copies of certificates of attendance/completion for all workshops/seminars below.

<i>Sponsoring Organization</i>	<i>Title of Program</i>	<i>Date</i>	<i>Days or Hours</i>		<i>Points</i>

Total Points _____

I certify the above statements to be correct according to my knowledge.

Signature of Applicant

I verify the above statements to be correct according to documents presented to me.

Signature of PIP Chairman (local or state) or President (local or state - Circle appropriate one).

Mailing Address

Name of Association

Date

If you need additional room, please attach additional pages as needed to this form.

CALIFORNIA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

PROFESSIONAL ACTIVITY RECORD of National, State, and Local Association Responsibility

Date _____

Form must be verified by your local, state or national PIP Chairman or local/state president. If you hold one of these offices, it is not permissible to verify your own forms. **THIS FORM MUST BE TYPED.**

Name of Applicant _____

Address _____

Mailing Address
City
State
Zip+4

E-mail Address _____

			PARTICIPATION			
Association/Organization	Membership		Elected Officer or Committee Chairman		Workshops or Seminar Leader or Keynote Speaker or Committee Member	
	One Point/One Time Only		One point per year		One point per year	
	Year(s) i.e.2000-08	Points	Activity &Year	Points	Activity & Year	Points

Total Points _____

I certify the above statements to be correct according to my knowledge.

I verify the above statements to be correct according to documents presented to me.

Signature of Applicant

Signature of PIP Chairman (local or state) or President (local or state) - Circle appropriate one.

Mailing Address

Name of Association

Date