

## Professional Growth

WAEOP believes continuing education is essential to the professional growth of educational office professionals. Learning opportunities are provided through conferences, summit, institute, leadership training, and workshops. Certificates are provided to those who participate in WAEOP learning events. Visit the WAEOP website for a schedule that includes opportunities such as:

**Conference and Institute/Summit**—The annual conference is held each spring; institute or summit in the fall. The two days of conference are loaded with classes, annual business meeting, awards, scholarships, keynote speakers, and installation of officers at a special banquet. Institute/summit offers attendees an opportunity to complete 15 hours (toward a half-point of PSP course work) on a topic specifically selected to enhance the career skills of educational office professionals.

**Professional Development Program (PDP)**—PDP workshops are held throughout the year in various areas of the state. PDP workshops are hosted by WAEOP area directors or a designee and are often held on Saturdays. PDP workshops may be half day or full day in length, and cover a variety of subjects.

**Leadership Training**—Annually, usually in the fall, this day of training, focuses on leadership skills. Location of this training varies.

**Professional Standards Program (PSP)**—For years, WAEOP has led the nation in the number of PSP certificates awarded. This is the only nationally recognized certification program for educational office professionals. To be eligible to enter the program, you must be a member of NAEOP (National Association of Educational Office Professionals). NAEOP encourages membership in local and state associations. PSP forms are available at [www.naeop.org](http://www.naeop.org).

Local associations and individual members are encouraged to host training opportunities in their area. Contact your WAEOP area director, the continuing education coordinator, or any board member (links available at [waeop.com](http://waeop.com)) to discuss hosting a WAEOP workshop, leadership training, or PDP opportunity.

## Board of Directors

The Washington Association of Educational Office Professionals is governed by an elected board of directors consisting of the executive committee and 11 area directors, supported by appointed committee chairs. The WAEOP board meets at least twice a year to conduct association business. Board meetings are open to general members. To contact a member of the board, visit the WAEOP website ([waeop.com](http://waeop.com)) and select the link to that specific board member.

## Scholarships

WAEOP scholarships are supported by donations, fundraisers, endowments\*, and a designated portion of conference registration fees. WAEOP offers the following scholarships:

### Member Scholarships

Betty Meek	(approximately) \$500*
Irene Usitalo	\$300
WAEOP Member	\$500

### Student Scholarships

Affiliate sponsored	\$750
Member sponsored (two available)	\$1,000
Jean Fankell Scholarship	\$1,000

\* Betty Meek was a member of a Vancouver affiliate that established a scholarship in her name when she passed away. In 1996, the affiliate disbanded and money was donated by SWAEOP for WAEOP to set up an account from which interest would be awarded as a member scholarship. First consideration, when awarding the scholarship, is given to applicants in the ESD 112 service area; however, the scholarship may be awarded to any qualified applicant.

## Awards

The WAEOP awards program is extensive and includes recognition of an:

- ★ affiliate,
- ★ administrator,
- ★ and office professional of the year

as well as awards for distinguished service (Paula Thomas Distinguished Service Award) and excellence in communication.



# Washington Association of Educational Office Professionals

The mission of the Washington Association of Educational Office Professionals is to promote the professional standards of our diverse membership through networking, information, and education.

## WAEOP is. . .

- A professional association for all educational office professionals in the State of Washington.
- An affiliate of the National Association of Educational Office Professionals (NAEOP).
- Allied with the Washington Association of School Administrators (WASA) and the Association of Washington School Principals (AWSP).

## WAEOP provides. . .

- Programs designed for development of professional and personal potential;
- Programs and learning opportunities to prepare members for career advancement and/or change;
- Opportunities to network, serve, and/or gain or enhance leadership skills;
- Scholarships for members and students;
- Annual recognition of Professional Standards Program (PSP) certificate recipients;
- Annual awards recognizing
  - ★ Office professional of the year
  - ★ Administrator of the year
  - ★ Distinguished service
  - ★ Excellence in communication;
- The nationally acclaimed *WAEOP News*;
- Workshops, conferences, leadership training, and more!

For more information about WAEOP programs, awards, scholarships, and/or learning opportunities, visit our website!

<http://www.waeop.com>

## Membership

Join WAEOP (or renew your membership) by completing the membership form in this brochure and sending it with the appropriate fee to the membership chair. If you have questions about membership, contact the membership chair or any board member.

### Active

Active membership is open to office personnel in public school districts, private schools, educational service districts, state educational offices, and institutes of higher education. Active members may vote, hold office, and participate in all activities of the association.

Annual active-member dues—\$35

### Retired

Retired membership is open to members who have retired and can certify active WAEOP membership for the two years preceding retirement. Retired members have all the privileges of active members except the right to hold an elected office.

Annual retired-member dues—\$10

### Associate

Associate membership is open to persons not eligible for active membership, who are interested in promoting the purposes of WAEOP. Associate members have all the privileges of active members except the rights to vote and hold office.

Annual associate-member dues—\$10

### Student

Student membership is open to high school and/or college students. Student members have all the privileges of active members except the rights to vote and hold office.

Annual student-member dues—\$5

### Washington Association of Educational Office Professionals—Membership Application

Renew your WAEOP membership or join as a new member today. Mail completed registration form and dues to: WAEOP MEMBERSHIP

ARLENE OCHOA, CEOE  
4607 ADOBE DRIVE  
PASCO, Wwa 99301-8166

Please PRINT (except if you are signing for use of credit card):

Name \_\_\_\_\_ Are you a member of NAEOP?  Yes  No

Address \_\_\_\_\_ Do you have your CEOE?  Yes  No

City \_\_\_\_\_ Zip code \_\_\_\_\_

E-mail address \_\_\_\_\_ In which WAEOP Area do you work? \_\_\_\_\_

Home phone (\_\_\_\_\_) \_\_\_\_\_ Work phone (\_\_\_\_\_) \_\_\_\_\_

School district \_\_\_\_\_ Building/Department \_\_\_\_\_

Please check one:  Administration  Elementary  Higher Education  High School  Middle/Junior High  
 State Department  Vocational  Retired  Other \_\_\_\_\_

**Check one** membership classification:  New \$35  Renewal \$35  Retired \$10  Associate \$10  Student \$5

Payment method:  Check/Money Order (payable to WAEOP) enclosed -or-  I paid online with PayPal (send this form to membership chair)

Total amount enclosed \$ \_\_\_\_\_

Enclose your check or money order (payable to WAEOP) and mail your membership form today!

You may pay WAEOP dues online (at [www.waeop.com](http://www.waeop.com)).

\* All electronic forms of payment must include a \$1.50 processing fee (PayPal). \* \* \*

If you pay online, be sure you complete this form, mail it to the membership chair, and indicate you have used PayPal to join or renew.

Your membership is continuous for 12 full months and includes a one-year subscription to the *WAEOP News*. Indicate (with check mark) whether you prefer to receive your newsletter  by mail or  electronically (on the WAEOP website through member-only access).

Do you prefer to have your picture excluded from the *WAEOP News*, the website, and other media presentation?  Yes  No

Do you prefer to have your name excluded from the *WAEOP News*, the website, and other media presentation?  Yes  No

If you do not have a Professional Standards certificate, are you interested in having someone contact you regarding PSP?  Yes  No