

# WAEOP

## Washington Association of Educational Office Professionals

WAEOP is the only state-level professional organization specifically dedicated to the professional and personal enrichment of educational office professionals and office support staff.

### Our Mission

We create inspiring opportunities for all office professionals to attain excellence by working together, strengthening relationships, developing leaders and encouraging life-long learning.

### Our Vision

Encouraging, supporting and empowering educational office professionals today—creating leaders of tomorrow.

Washington Association of Educational Office Professionals (WAEOP) is affiliated with NAEOP (National Association of Educational Office Professionals) and is allied with WASA (Washington Association of School Administrators) and AWSP (Association of Washington School Principals)  
To learn more visit [www.waeop.com](http://www.waeop.com)



WAEOP Area 5 and  
Ferndale School District  
Professional Development Day  
**“Notary Training—  
It’s more than just filling in  
the blanks”**  
and  
**“ADA Accessibility—  
It’s the right thing to do”**



**Saturday, March 24, 2018**  
**9:00 a.m. - 1:15 p.m.**  
**(check-in begins at 8:30 a.m.)**

Ferndale School District No. 502  
Vista Middle School Library  
6051 Vista Dr. • Ferndale, Washington

WAEOP.COM



Tammy Bengen  
PDD Registrar  
PO Box 698  
Ferndale, WA 98248

REGISTRATION MATERIALS

# REGISTRATION

Name \_\_\_\_\_

District \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Session Fee

- \_\_\_\_\_ WAEOP Member \$20
- \_\_\_\_\_ Non-Member \$40
- \_\_\_\_\_ Add a WAEOP Membership \$45\*
- \_\_\_\_\_ Total Enclosed

—Registration fee includes four clock hours—  
Light refreshments will be served

Preregistrations are due by  
March 16

Registration at the door on a space available basis

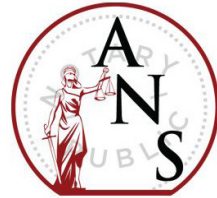
Please enclose this form with a check, money order or purchase order made payable to WAEOP and send to:

Tammy Bengen  
Area 5 PDD Registrar  
PO Box 698 • Ferndale, WA 98248

\*Would you like to join WAEOP? Membership forms are available at [www.waeop.com](http://www.waeop.com). Annual dues are \$45. Complete and return the form with your registration and form of payment. If you select this option you may register for the session as a WAEOP Member (total fee would be \$65).

Questions? Contact Area 5 Director Tammy Bengen at [tammy.bengen@ferndalesd.org](mailto:tammy.bengen@ferndalesd.org), 360.383.9207 or FAAA President Brandi Tilton at [brandi.tilton@ferndalesd.org](mailto:brandi.tilton@ferndalesd.org), 360.383.9243.

## WAEOP Area 5, Ferndale School District and Ferndale Administrative Assistants' Association present a half-day Professional Development Program



### Notary Training Seminar

Did you know that there is more to notarizing than just filling in the blanks? As a public official, you have unlimited personal liability if you make a mistake. Your protection is proper training and insurance. This training will concentrate on Washington notary law standards. This includes the notary law changes that take effect July 1, 2018.

Rebecca Jacob, President of Attorney & Notary Supply, Inc., brings over 30 years of

notarial knowledge to each seminar she presents. Ms. Jacob conducts both private & public sessions year round throughout Washington State, training notaries in a variety of professions. Last year she used her notarial experience to give input and testimony to shape our most current notary law changes that will take effect on July 1, 2018. Ms. Jacob will continue to work with our state's Division of Professional Licensing, Notary Section when it comes to revising our administrative codes and implementing electronic notarizations.

### Accessibility for Everyone—It's the right thing to do!

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else.

This session will focus on school district

website accessibility that includes a review of ADA requirements, guiding principals for website ADA compliance and an introduction to making sure documents placed on websites are ADA compliant.

Presenter, Neil McKay, has been employed with Ferndale Schools since 1991 and currently serves as its webmaster. His district, like many others in Washington state, have taken the necessary steps to ensure their online content is accessible to all constituents.

Directions to Vista Middle School: From I-5 take Portal Way Exit (#263), at the exit stop sign turn left (from the south), turn right (from the north) on to Portal Way, continue on Portal which will curve around and turn into Washington Street, from Washington, turn right on to Vista Drive, continue on Vista through the roundabout to 6051 Vista Drive. The school will be located on the left-hand side of the street. Entry signs will be posted.