



Granite Certified Professional Standards Program

Welcome to the Granite Certified Professional Standards program (GCPS), a program recognized only by Granite School District (GSD). GSD has designed this program for office professionals, including those associated with the Granite Association of Educational Office Professionals (GAEOP), to continue their education and job training and to receive a stipend for their efforts. Granite also acknowledges the nationally recognized National Association of Educational Office Professionals (NAEOP) level of certification for office professionals, the Professional Standards Program (PSP), and offers an equivalent stipend. Office professionals may earn both a GCPS and PSP certificate, but are eligible for a stipend payment for only one program. Stipends for contract office professionals become effective the first day of the month following the final approval and are included as part of their regular paycheck. Stipends for non-contract office professionals (who work at least 20 hours per week) will be made once a year in June. The deadline for non-contract office professionals to apply is the last day of school and the dollar amount is prorated based on the number of hours worked.

GSD believes that office professionals should have a desire to continually renew and upgrade their professional skills in their job capacity. Granite provides opportunities for office professionals to receive job enhancement hours through approved online courses, district departments, and through GAEOP, which includes a full professional development day. Office professionals may make an initial application to Human Resources at any time for any level they qualify for using job enhancement hours, semester hours from a college/university, or a PSP certificate.

Recertification occurs every five years. It is the responsibility of the office professional to submit paperwork prior to the five-year deadline for the stipend to continue. To increase a level on recertification, the office professional would need to turn in the difference in job enhancement hours between the two levels listed under the initial application (available up to Professional III/GCOP and Advanced III only). If semester hours and/or job enhancement hours turned in are above those required for any level of certification, but too few for the next level, they will be noted on the application as carryover credits. A copy of the application, along with the certificate of the level achieved, will be sent to the applicant for their records. At the time of recertification, the applicant will be responsible to provide the copy of the application with the record of carryover credits. At time of recertification, upon request by the office professional, a current PSP certificate level may be transferred to the corresponding GCPS level.

Application and Recertification documents include:

- Application Form
- Administrator's Evaluation
- GCPS Record of Job Enhancement Hours, Semester Hours, and/or PSP Certification
- Original certificates or transcripts

All submitted and approved certificate applications will be maintained in the applicant's Human Resources file at Granite School District. Eligibility is determined by Human Resources and their interpretation of submitted documents.

Certification Levels

<u>GCPS (GSD)</u>	<u>PSP (NAEOP)</u>	<u>Annual</u>	<u>Monthly</u>
Entry	Basic	\$600	\$50.00
Intermediate	Associate Professional	\$710	\$59.17
Professional I	Advanced I	\$735	\$61.25
Professional II	Advanced II	\$765	\$63.75
*Professional III/GCOP	Advanced III	\$820	\$68.33
Associate Degree	Associate Degree	\$820	\$68.33
	**CEOE	\$820	\$68.33
Bachelor's Degree	Bachelor's Degree	\$850	\$70.83
Master's Degree	Master's Degree	\$905	\$75.42
	Doctoral Degree	\$905	\$75.42

*Professional III/GCOP is a distinction for Granite School District office professionals and declares the office professional as a Granite Certified Office Professional.

**CEOE is a distinction for NAEOP and declares the office professional as a Certified Educational Office Employee.

If you have any questions regarding the GCPS program, please contact the GCPS Facilitator in Human Resources.

Granite Certified Professional Standards Application



Place this form on TOP of your application packet

Send to: Granite School District GCPS Facilitator
Human Resources ~ 2500 South State Street ~ Salt Lake City, UT 84115

Name:		Date of application:	
Home address:			
City:		State:	Zip:
Work phone:		Home phone:	
Email address:			
Current position:		Work location:	

Please indicate which level/recertification you are applying for. ***You MUST submit original certificates and/or transcripts.***

Certificate Level	Initial Application Requirements		Recertification Requirements	Recertification Requirements for Level Increase
<input type="checkbox"/> Initial Application <input type="checkbox"/> Recertification	GCPS Job Enhancement Hours	GCPS College/University Hours	GCPS Job Enhancement or College/ University Hours (Any combination)	GCPS Job Enhancement or College/ University Hours (Any combination)
	GCPS/PSP Level Check appropriate box below.			
Entry/Basic	100 hours	5 semester hours	60 hours	75 hours
Intermediate/Associate Professional	175 hours	8 semester hours	60 hours	75 hours
Professional I/Advanced I	250 hours	11 semester hours	60 hours	75 hours
Professional II/Advanced II	325 hours	14 semester hours	60 hours	75 hours
Professional III, GCOP/Advanced III	400 hours	17 semester hours	60 hours	Not applicable
Associate Degree	400 hours	17 semester hours	60 hours	Not applicable
CEOE	See NAEOP	See NAEOP	See NAEOP	Not applicable
Bachelor's Degree	Not applicable	Bachelor's Degree	60 hours	Not applicable
Master's Degree	Not applicable	Master's Degree	60 hours	Not applicable
Doctoral Degree	Not applicable	Doctoral Degree	60 hours	Not applicable

	Administrator Evaluation Form Attached
	Record of Job Enhancement Hours, College/University Transcripts, or PSP certificate attached (originals, no copies)

Work Experience				
GSD Location/Business	Address of District Location/Business	Job Title	Dates of Employment	
			Start Date	End Date

Applicant's Signature _____ Date _____

Human Resources Approval _____ Approved Level _____ Date _____

FOR OFFICE USE ONLY:
 Application is Approved _____ Denied _____ (reason: _____) Carry over hours _____

ADMINISTRATOR'S EVALUATION

The office professional below is applying for a certificate or is recertifying through the Granite Certified Professional Standards Program. This Program is designed to motivate professional growth and to give recognition for achievements. Appraisal of the office professional's qualifications is required for the application process.

Name:	Date of application:	
Home address:		
City:	State:	Zip:
Work phone:	Home phone:	
Email address:		
Current position:	Work location:	

Please check the appropriate box:

Qualities/characteristics	Superior	Above Average	Average	Below Average
Ability to get along with others				
Accuracy & efficiency of work				
Communication skills				
Initiative				
Judgment				
Punctuality				

Comments (use additional pages if needed)

Administrator Name _____ Title _____

Administrator Signature _____ Date _____

**Granite Certified Professional Standards Program
Record of Job Enhancement Hours, Semester Hours, and/or PSP Certification**

Use this form or attach a separate spreadsheet with the required information. Record each training attended on a separate line and the hours associated with it. An original certificate for each job enhancement training, an original transcript for college/university hours, or an original certificate if using a PSP certification, is required to be attached to the application. Copies will not be accepted.

Date	Training	Sponsored by	Hours	PSP Hours	Certificate/Transcript

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