



## American Association of School Personnel Administrators National Credential Program Application

Name \_\_\_\_\_

Position \_\_\_\_\_ District \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

*Complete the information as requested on this application form. You may attach an updated resume for additional information.*

### Education Summary

College/University \_\_\_\_\_

Degree Awarded & Completion Date \_\_\_\_\_

College/University \_\_\_\_\_

Degree Awarded & Completion Date \_\_\_\_\_

Human Resource or Personnel Administration Focus  Yes  No

Industrial/Organization Psychology Focus  Yes  No

### Qualifying HR Work Experience (LIST MOST RECENT FIRST)

Employer \_\_\_\_\_

Job Title \_\_\_\_\_ Employment Dates \_\_\_\_\_

Employer \_\_\_\_\_

Job Title \_\_\_\_\_ Employment Dates \_\_\_\_\_

Employer \_\_\_\_\_

Job Title \_\_\_\_\_ Employment Dates \_\_\_\_\_

Employer \_\_\_\_\_

Job Title \_\_\_\_\_ Employment Dates \_\_\_\_\_

Employer \_\_\_\_\_

Job Title \_\_\_\_\_ Employment Dates \_\_\_\_\_

Employer \_\_\_\_\_

Job Title \_\_\_\_\_ Employment Dates \_\_\_\_\_

Employer \_\_\_\_\_

Job Title \_\_\_\_\_ Employment Dates \_\_\_\_\_

### Professional Certifications Held

*Please list professional certifications received from other human resources or management organizations. Please note whether your certification is still current.*

Certification	Date Awarded	Current?	
_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

*In the space below please explain your reason for applying for the credential (no more than 250 words):*

*In the space below please list and prioritize your expectations for this national credential (no more than 250 words):*

**District Information**

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District Name

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District Address

City

State

Zip

*Please give as most accurate answers as possible to the following questions about your district:*

- a. Number of Employees:
- b. Number of Licensed Teachers:
- c. Number of Licensed Administrators:
- d. Number of Schools:
- e. Number of Central Office Departments:
- f. Number of Employees in district HR Department:

***(continued on next page)***

- g. Main Responsibilities of HR Department:
- h. Size of most recent budget:
- i. Cities and towns included in the district:
- j. Square miles of the district:
- k. Number of collective bargaining groups (if applicable):
- l. Annual student turnover (Each of the last 5 years):
- m. Annual teacher turnover (Each of the last 5 years):
- n. Principal turnover (Each of the last 5 years):
- o. Length of current Superintendent's tenure in the district:

**Current Supervisor's Declaration**

*I attest that the information contained in this application is correct to the best of my knowledge.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Applicant's Declaration**

I declare that all of the information contained in the form is accurate. I give AASPA permission to verify the information contained in this application. I understand that if any of the information contained in the application is false, that AASPA has the right to reject my application. I further agree to abide by the ethical conduct for the HR administrators, as well as abide by procedures and decisions of the certification program.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date of Submission

**Payment Method**

Please submit a hard copy of this application to the address below and include your payment of \$500.00. Make checks payable to AASPA.

Check

Credit Card:

Visa  Master Card  American Express

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

AASPA National Office  
Attn: Anna Quisenberry  
11863 W. 112<sup>th</sup> St., Suite 100  
Overland Park, KS 66210

*Upon the receipt of your application you will be emailed a set of guidelines and instructions about next steps no later than May 31, 2010.*