

Granite Certified Professional Standards Program

Welcome to the Granite Certified Professional Standards Program (GCPS). Because maintaining and upgrading our professional skills is something that each of us participate in and take pride in, Granite School District is pleased to offer this program as an incentive to continue that process.

After reviewing the following information if you have questions please contact Human Resources for further information. Final determination of eligibility will be made by the Human Resources office of Granite School District.

You can achieve any of the levels of GCPS through education or job enhancement training. The certificates begin with the Entry Level Certificate followed by the Intermediate Level Certificate; Professional Level I Certificate, Professional Level II Certificate, Professional Level III/Granite Certified Office Professional Certificate (GCOP). You can make application at any time upon completion of appropriate requirements. The incentive will become effective the 1st of the month following the final approval.

Application documents include:

- Initial Application
- Document A – Application for upgrading Certified Office Professional Standards
- Document B – Application for recertification of Certified Office Professional Standards
- Administrator's Evaluation of Applicant
- GCPS Record of Professional Activity and Job Enhancement Training

Entry Level Certificate documents

- Initial Application
- Attach all certificates showing number of hours or attendance for Job Enhancement Training or transcripts for college or university credits
- Administrator's Evaluation of Applicant

Intermediate Level and All Professional Level Certificate documents

- Initial Application (only required if Entry Level is skipped due to sufficient education and job enhancement training hours)
- Attach all certificates showing number of hours or attendance for Job Enhancement Training or transcripts for college or university credits
- Document A (unless this is the initial application)
- Administrator's Evaluation

Recertification (*required within five years of date of all approved GCPS certificates in order to maintain the incentive*)

- Document B
- Attach all certificates showing number of hours or attendance for Job Enhancement Training or transcripts for college or university credits
- Administrator's Evaluation of Applicant

First application can be made for whichever level your education and job enhancement credits qualify you .

Applications for any level of certification will be accepted only upon completion of the required education or job enhancement credits for that level. Any education or job enhancement credits above those required for any level of certification, but too few for the next level, will be carried over toward the final education credits for the next level. Records of these carry-over credits must, however, be maintained by the applicant.

All submitted and approved certificate applications will be maintained in the applicant's Human Resources files of Granite School District.

Incentive Levels *(see the Granite School District Office Professional Agreement for more information)*

Level	Total Annual Payment	Monthly Payment
• Entry	\$600.00	\$50.00
• Intermediate	\$625.00	\$52.08
• Professional I	\$650.00	\$54.17
• Professional II	\$675.00	\$56.25
• Professional III/GCOP	\$725.00	\$60.42
• Bachelor's	\$750.00	\$62.50
• Master's	\$800.00	\$66.67

Office Professionals may earn both a GCPS certificate and a PSP certificate but are eligible for only a single incentive payment. At time of recertification, current PSP levels can be transferred to the corresponding GCPS level upon request by the applicant.

While PSP certificates are nationally recognized, the GCPS program is only recognized by Granite School District.

Business College

Each course must be a minimum of 30 classroom clock hours. An official transcript from a business college is acceptable.

Colleges and Universities

Each course must be a minimum of 30 classrooms clock hours. An official transcript from a business college is acceptable. Courses taken for audit do not qualify for education credit, but may be used for points in Job Enhancement training.

Internet Courses

Internet courses provided by institutions of higher learning, professional organizations or professional businesses may be used to meet the 30-classroom clock hour requirement.

Initial application

Application for Granite Certified Professional Standards Certificate

Send to: GCPS Facilitator
Human Resource
2500 South State
SLC, Utah 84115

Date: _____

Name of Applicant _____
(Name as you want to appear on the Certificate)

Address: _____
Mailing address City State Zip Code

Work Phone () _____ Home Phone () _____

Email Address _____

Application is being made for Certificate level _____

1. Education

_____ A. Business School

Name of School _____
Official transcript or statement/certificate of completion (check one)

_____ Enclosed _____ Being sent from school

_____ B. Adult Education, In-service Education or Continuing Education Courses.

List the courses on the back of this form and enclose signed documentation of completion.

College or University credit

_____ C. Name of college/university _____
_____ Official transcript (check one) _____ Enclosed
_____ Being sent
from the college/university

2. Experience

List work experience, beginning with your current position

Name of school or business	Address of school or business	Job title (example: Secretary, bookkeeper, etc)	Dates of Employment	
			From: Mo./Yr.	To: Mo./Yr.

On Initial application-, list education courses taken for this certificate and enclose transcript or certificate of completion for each.

Place this form on the TOP of your application packet.

Signature _____ Date _____

Application for Upgrading of Granite Certified Professional Standards Certificate

Send to: GCPS Facilitator
Human Resource
2500 South State
SLC, Utah 84115

Date: _____

Name of Applicant _____
(Name as you want to appear on the Certificate)

Address: _____
Mailing address City State Zip Code

Work Phone () _____ Home Phone () _____

Email Address _____

Present Certificate Level _____

Application is being made for Certificate level _____

1. Education

- _____A. Business School
Name of School _____
Official transcript or statement/certificate of completion (check one)
_____ Enclosed _____ Being sent from school
- _____B. Adult Education, In-service Education or Continuing Education Courses.
List the courses on the back of this form and enclose signed documentation of completion.
- _____C. College or University credit
Name of college/university _____
_____ Official transcript (check one) _____ Enclosed
_____ Being sent from the college/university

Place this form on the TOP of your application packet.

Signature _____ Date _____

APPLICATION FOR RECERTIFICATION OF GCPS CERTIFICATE LEVEL

Reply to: GCPS Facilitator
C/O Human Resources

Place this form on the TOP of your application packet.

THIS FORM MUST BE TYPED

Date _____

Name of Applicant _____
(Name as you wish it to appear on the Recertification Certificate)

Previous Name(s) (if applicable) _____

Address _____

City _____ State _____ Zip Code _____

Work Phone _____ Home Phone _____ Fax _____

Email Address _____

Highest GCPS Certificate Level _____

Certificate Date _____

1. Education

_____A. Business School

Name of School _____
Official transcript or statement/certificate of completion (check one)

_____ Enclosed _____ Being sent from school

_____B. Adult Education, In-service Education or Continuing Education Courses.

List the courses on the back of this form and enclose signed documentation of completion.

_____C. College or University credit

Name of college/university _____
_____ Official transcript (check one) _____ Enclosed
_____ Being sent
from the college/university

Place this form on the TOP of your application packet.

Signature _____

ADMINISTRATOR'S EVALUATION

The applicant named below is applying for a certificate through the Granite Certified Professional Standards Program. This Program is designed to motivate professional growth and to give recognition for their achievements. The District requests your appraisal of the applicant's qualifications.

Name of Applicant (please type) _____

Address _____

City _____ State _____ Zip Code _____

Email Address _____

Please check appropriate box

QUALITIES OF CHARACTERISTICS	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
ABILITY TO GET ALONG WITH OTHERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACCURACY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BASIC SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EFFICIENCY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRIENDLINESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INITIATIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUDGMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOYALTY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUNCTUALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments (use back of page if additional space is needed)

Name _____

Title _____

Date _____

