ABOUT DCAEOP

The Davidson County Association of Educational Office Professionals (DCAEOP) is an association of individuals who come together in collaboration for group growth and development.

Through thoughtful discussion and a meaningful purpose, we are able to share our resources, ideas, and varying perspectives.

Membership Benefits

- Professional Growth
- Team Building
- Special Projects

Membership Committees

- Finance Dev
- Handbook
- Membership
- Needy Child
- Nominations & Elections
- Planning
- PSP
- Publications
- Scholarship
- Special Projects

Your future. Our focus.
DAVIDSON COUNTY SCHOOLS
Your future. Our focus.

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Davidson County Association of Educational Office Professionals





How to Join

- Complete the DCAEOP form located on the DCS website.
- Send the completed form and your fees to the DCAEOP treasurer listed on the bottom of the form.

Steps to Access the Form

DCS homepage > Staff > Davidson County Association of Educational Office Professionals > DCAEOP Forms & Documents > DCAEOP Membership Form

Scholarship Program

The DCAEOP awards seven scholarships per year for outstanding academic achievement. One individual is chosen from each high school by the guidance staff to receive the scholarship.

This program has only been possible through the efforts of our members who have contributed many hours of service through fundraisers.

Needy Child Program

DCAEOP works along with School Counselors to make the Needy Child Program a success.

Assistance is provided for DCS student needs that may include: school supplies, clothes, field trips, graduation cap/gown, assistance with a utility bill, or aid for families who are victims of house fires.

Membership Requirements

In order to maintain your membership status and to be considered for extra training pay, the following must be completed:

- 3 years of paid membership
- 60 hours of staff development plus continuing education hours

  ⁎***Note*** *- college credit hours convert to education hours (ex: 3 credit hrs x 10 = 30 education hrs) After initial certification, you only need 60 hours unless you upgrade.*

- 3 meetings per membership year (July 1 - June 30)

Certificate Levels

Certificate Level	Education
Standard	90 Job Related Training Hours
Associate	150 Job Related Training Hours
Advanced Associate I	210 Job Related Training Hours
Advanced Associate II	270 Job Related Training Hours
Advanced Associate III	330 Job Related Training Hours
Computer Technology	For requirements, please see a member of the Membership Committee
Computer Technology Renewal	
Professional Associate	Any AAS Degree From Accredited College
Professional	Any BS/BA Degree From Accredited College

Extra Training Pay Increments

Certificate Level	Monthly Payment	10 Month Employment
Standard	$ 24.00	$ 240.00
Associate	$ 36.00	$ 360.00
Advanced Associate I	$ 48.00	$ 480.00
Advanced Associate II	$ 60.00	$ 600.00
Advanced Associate III	$ 72.00	$ 720.00
Computer Technology	$ 84.00	$ 840.00
Professional Associate	$ 96.00	$ 960.00
Professional	$144.00	$1,440.00

Certificate Level	11 Month Employment	12 Month Employment
Standard	$ 264.00	$ 288.00
Associate	$ 396.00	$ 432.00
Advanced Associate I	$ 528.00	$ 576.00
Advanced Associate II	$ 660.00	$ 720.00
Advanced Associate III	$ 792.00	$ 864.00
Computer Technology	$ 924.00	$1,008.00
Professional Associate	$1,056.00	$1,152.00
Professional	$1,584.00	$1,728.00