

KOSAA Professional Assistants Academy

Academy Level I

Completion of 10 (cumulative) training hours and 2 Credits (general credit examples on page 2).

Academy Level II

Completion of 20 (cumulative) training hours and 4 Credits (general credit examples on page 2).

Academy Level III

Completion of 30 (cumulative) training hours and 5 credits (general credit examples on page 2) **and** 1 credit from the following list for a total of 6 credits.

Required (1)

- Serve on a committee;
- Present at a KOSAA meeting (group or individual);
- Documented presentation to staff in your district about information that you learned at KOSAA;
- Attend a KSBA/KOSAA fall regional meeting;
- Serve as a KOSAA Officer, director, or program/committee chair.

Academy Level IV

Completion of 40 (cumulative) training hours and 7 credits (general credit examples attached) **and** 1 credit from the following list for a total of 8 credits.

Required (1)

- Planning committee;
- Present at a KOSAA meeting (group or individual);
- Documented presentation to staff in your district about information that you learned at KOSAA;
- Attend a KSBA/KOSAA fall regional meeting;
- Serve as a KOSAA Officer, director, or program/committee chair.

Level V

Completion of 50 (cumulative) training hours and 9 Credits (general credit examples attached) **and** 1 credit from the following list for a total of 10 credits.

Required (1)

- Planning committee;
- Present at a KOSAA meeting (group or individual);
- Documented presentation to staff in your district about information that you learned at KOSAA;
- Attend a KSBA/KOSAA fall regional meeting;
- Serve as a KOSAA Officer, director, or program/committee chair.

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Level VI

Completion of 60 (cumulative) training hours and 12 Credits (general credit examples below) **and** 2 credits from the following list for a total of 14 credits.

Required (2)

- Serve as a KOSAA Officer, director, or program/committee chair;
- Present at a KOSAA meeting (individual);
- Organize a fall regional meeting or assist host district.

Level VII

Completion of 75 (cumulative) training hours and 16 Credits (general credit examples below) **and** 2 credits from the following list for a total of 18 credits.

Required (2)

- Serve as a KOSAA Officer, director, or program/committee chair;
- Present at a KOSAA meeting (individual);
- Organize a fall regional meeting or assist host District;
- Participate in the recruitment of new members.

Level VIII

Completion of 90 (cumulative) training hours and 20 Credits (general credit examples below).

Level IX

Completion of 105 (cumulative) training hours and 22 Credits (general credit examples below).

Level X

Completion of 120 (cumulative) training hours and 24 Credits (general credit examples below).

Meetings = 5 training hours

General Credit Examples—(This is not an all-inclusive list. If you contribute to KOSAA in some way that is not on the list, you can submit your contribution to the PAA oversight committee for consideration.)

- Conference activity – contribute items for --book swap, bling table, auction, etc.
- Donate or responsible for getting donations for door prizes, goodie bags, table decorations, etc.
- Project developments, brochures, collection of forms, instructive material, etc.
- Mentoring or being mentored
- Contact/recruit new members
- Set-up/clean-up KOSAA meetings