

The Career Advantage **CERTIFIED PROFESSIONAL SECRETARY® (CPS®) and** **CERTIFIED ADMINISTRATIVE PROFESSIONAL® (CAP®)**

If you're looking for ways to help you get ahead in the workplace, stop here. We at IAAP offer two professional ratings for office professionals. The Certified Professional Secretary and Certified Administrative Professional ratings are the industry recognized standards of proficiency.

You'll improve your professional qualifications, increase your skills and knowledge and raise your self-esteem by taking and passing the exams. You may also obtain college credit and, according to the latest survey from OfficeTeam, get up to a 7 percent increase in salary.

The CPS and CAP exams are based on the premise that an administrative professional should have basic knowledge of office systems, technology, office administration, and management, and know how to apply the principles of good human relations and communications. Some of the examinations are based on knowledge acquired by the office professional through formal education and informal reading. Employers also expect their admin to be thoroughly familiar with current techniques in office practice and procedures and aware of developments in office systems and technology. Why wait? Do something for yourself and your career today. **Get certified!**

The Athens Chapter of IAAP is hosting a **CPS/CAP review course** to assist those who plan to sit for the CPS (Parts 1-3) and/or CAP (Parts 1-4) Exam(s) given twice yearly the first weekend of May and November.

Description:

- A short course designed for administrative professionals to provide an overview of Office Systems and Technology, Office Administration, Management and Advanced Organizational Management
- Saturday sessions for convenience – August 2009 – April 2010 to prepare for the May 2010 Examinations
- Instructors are innovative and enlightening and will provide a challenging review of the material coupled with real world experiences and proficiency in the subject areas
- A review course designed to prepare participants for the CPS/CAP® exam(s)
<http://www.iaap-hq.org/prodev/certification/index.html>
- Cost is \$125 per part or \$400 for all 4 parts (\$100 savings), a reasonable rate that your employer may consider as an educational/training benefit, if only you would ask
- Books for this course may be ordered from Pearson/Prentice Hall, see <http://www.iaap-hq.org/prodev/certification/reviewmaterials.html> for details; IAAP members receive a substantial discount.

Instructors:

Victor Babson, IT Manager for the UGA Physical Plant Division (PPD)

Kathy Hines, Business Manager for the UGA PPD

LaVonne Goldschmidt CPS/CAP, Administrative Specialist for the UGA PPD

Dr. Reginald Woods, is the Senior Human Resources Manager for the UGA/PPD

Registration Deadline – Two Weeks Prior to Class Date

(Please type or print legibly)

Name: _____

Address: _____

Phone Number: _____

E-mail: _____

Employer: _____



Individual Parts

- | | |
|--|-------|
| <input type="checkbox"/> Office Systems and Technology (Part 1) – Aug 8 & Sept 5, 2009 | \$125 |
| <input type="checkbox"/> Office Administration (Part 2) – Oct 10 & Dec 12, 2009 | \$125 |
| <input type="checkbox"/> Management (Part 3) – Jan 9 & Feb 13, 2010 | \$125 |
| <input type="checkbox"/> Advanced Organizational Management (Part 4) – Mar 13 & Apr 10, 2010 | \$125 |

Or

- | | |
|---|-------|
| <input type="checkbox"/> Parts 1-4 Aug 8, 2009 – Apr 10, 2010 (\$100 Savings) | \$400 |
|---|-------|

- | | |
|---|----------|
| <input type="checkbox"/> Attached is my check/money order payable to: | \$ _____ |
|---|----------|

Athens Chapter IAAP
CPS/CAP Review Courses
P.O. Box 612
Athens, GA 30603

Understand the following:

1. All fees paid are non-refundable.
2. Completion of the CERTIFICATION REVIEW COURSE does not guarantee passing the exam.
3. Additional (“make-up”) dates will not be scheduled for missed Review Course classes.
4. Athens Chapter IAAP reserves the right to reschedule the Certification Review Course dates if necessary due to facility and/or instructor conflicts, emergencies, etc.

Signature: _____

Date: _____

Contact LaVonne Goldschmidt CPS/CAP for additional information
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