



CERTIFICATION REVIEW COURSE

Cherokee Rose Chapter of IAAP is offering an accelerated Certification Review Course. What makes our course different from others? *Our review course has an outstanding seven year track record, our sessions are interactive & interesting and most importantly, our course is affordable!*



Location

Review Courses
Mock Exam Reviews:
Marriott Courtyard Northlake
4083 LaVista Road
Tucker, Georgia 30084
770-938-1200

Books and Other Materials

CRC Review Course does not include course books, CDs, flash cards, or other CPS/CAP study materials. Study materials are available at: www.iaap-hq.org. Go to Professional Development/Certification/Exams/Review Materials and Courses. We recommend the Prentice-Hall books. *Note: Metcalf Educational Products are great supplementary study items.

Certification Keys to Success

Dates

Courses are offered on Saturdays as follows:
Office Systems and Technology (CPS/CAP)
Sep. 26 (8:00 a.m. - 5:00 p.m.) - Review Course
Oct. 24 (8:00 a.m. - 12:00 a.m.) - Mock Exam Review*

Office Administration (CPS/CAP)
Nov. 21 (8:00 a.m. - 5:00 p.m.) - Review Course
Dec. 19 (8:00 a.m. - 12:00 a.m.) - Mock Exam Review*

Management (CPS/CAP)
Jan. 16 (8:00 a.m. - 5:00 p.m.) - Review Course
Feb. 13 (8:00 a.m. - 12:00 a.m.) - Mock Exam Review*

Advanced Organizational Management (CAP only)
Mar. 13 (8:00 a.m. - 5:00 p.m.) - Review Course
Apr. 17 (8:00 a.m. - 12:00 a.m.) - Mock Exam Review*



Office Systems and Technology (CPS/CAP)
Review Course & Mock Exam Review
Office Administration (CPS/CAP)
Review Course & Mock Exam Review
Management (CPS/CAP)
Review Course & Mock Exam Review
Advanced Organizational Management
(CAP)

Please Note:

- ⇒ This is an accelerated review course.
- ⇒ Participants are expected to have their own study materials and the information must be studied prior to attending the class.
- ⇒ If you plan to take the May 2010 CPS or CAP test, you must submit an application to headquarters by **February 15 (postmarked)**.
- ⇒ If you have any questions, please contact Demetrice Clayton CPS/CAP at 770-270-7915 or via email at mrsdmclayton@bellsouthnet or Julie Henfield CPS at 770 270-7992 or via email at julie.henfield@gatrans.com.



CERTIFICATION REVIEW COURSE REGISTRATION FORM

IAAP Member
 Non-Member

Full name _____ IAAP Member # _____ Chapter Name _____
 Address _____
 City _____ State _____ Zip _____
 Home Phone # _____ Work Phone # _____ Email _____

COURSE REGISTRATION

<input type="checkbox"/> Complete CPS Review Course - modules A, B and C below (includes mock exams)	\$150	\$ _____
<input type="checkbox"/> Complete CAP Review Course - modules A, B, C and D below (includes mock exams)	\$200	\$ _____
Or review individual module:		
<input type="checkbox"/> A) Office Systems and Technology Module [CPS/CAP] (includes mock exam)	\$80	\$ _____
<input type="checkbox"/> B) Office Administration Module [CPS/CAP] (includes mock exam)	\$80	\$ _____
<input type="checkbox"/> C) Management Module [CPS/CAP] (includes mock exam)	\$80	\$ _____
<input type="checkbox"/> D) Advanced Organizational Management Module [CAP Only] (includes mock exam)	\$80	\$ _____
<input type="checkbox"/> OR ALL Mock Exam Reviews (mock exam reviews ONLY)	\$100	\$ _____
<input type="checkbox"/> I plan to attend the orientation session on Monday, September 21, 2009		

PAYMENT ENCLOSED - Make Checks Payable to Cherokee Rose Chapter

Please mail your completed registration form and check to:

Demetrice M. Clayton CPS/CAP
Oglethorpe Power Corporation
2100 East Exchange Place
Tucker, GA 30084



TOTAL Amount Enclosed \$ _____



We now accept credit card payments via PayPal. There is a \$5.00 non-refundable processing fee.

I understand and agree to the following:

1. All fees paid are non-refundable.
2. Completion of the Certification Review Course does not guarantee passing the CPS or CAP exam.
3. Additional makeup dates will not be scheduled for missed Review Course classes.
4. Cherokee Rose Chapter IAAP reserves the right to reschedule the Certification Review Course or Exam Review dates if necessary due to facility and/or instructor conflicts, emergencies, etc.
5. This is an accelerated course. I am expected to have reviewed course material prior to class; for example, read all 12 chapters of the book(s).
6. Cherokee Rose Chapter reserves the right to cancel and reimburse any monies (minus the \$5.00 processing fee for PayPal transactions) if a quota of at least five (5) complete registrations is not met by the deadline of **September 21st**.

Name (Please Print) _____ Signature _____ Date _____