

SCHEDULE

September '09						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November '09						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '09						
S	M	T	W	Th	F	S
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December '09						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Orientation

Sept. 21st Orientation

Office Systems Technology

Sept. 26th 8:00 a.m. - 5:00 p.m. Review Course
October 24th 8:00 a.m.—12:00 p.m. Mock Exam

January '10						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February '10						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Management

Jan. 16th 8:00 a.m. - 5:00 p.m. Review Course
Feb. 13th 8:00 a.m. - 12:00 p.m. Mock Exam

Advanced Organizational Management

Mar. 13th 8:00 a.m. - 5:00 p.m. Review Course
Apr. 17th 8:00 a.m. - 12:00 p.m. Mock Exam

Cherokee Rose Chapter's Certification Review Course

For more information or questions, contact

Demetrice M. Clayton CPS/CAP

*Email: mrsdmclayton@bellsouth.net, Ph: 770-270-7915
or Julie A. Henfield CPS*

*Email: julie.henfield@gatrans.com, Ph: 770 270-7992
or visit our website at www.cherokeeose.org*

CHECKLIST

- Complete and mail the CRC Certification Review Course Application and payment prior to the **September 21st** deadline for the May 2010 test.
- Order course books (and other study materials as needed). Please note that the mock exam is included in the fee of the course.
- Please read your books **prior** to attending each review course. As noted, this is an **accelerated** review course which covers each module within an 8-hour classroom setting.



Certification Keys to Success

Cherokee Rose Chapter - www.cherokeeose.org

Georgia Division - www.iaap-georgia.org

IAAP Headquarters - www.iaap-hq.org

CERTIFICATION REVIEW COURSE



Thinking of getting
your CPS or CAP certification?

The Cherokee Rose Chapter of IAAP is offering an accelerated review course that will prepare you for the CPS and/or CAP exam. Classes start late-September 2009 and end mid-April 2010.



WHY CERTIFY AND OTHER INFORMATION ON CPS AND CAP

The Certified Professional Secretary (CPS®) and Certified Administrative Professional (CAP®) are professional certification ratings given to individuals who have passed the CPS and/or CAP exams. Professional certification shows employers, clients and associates that you are committed as a professional.

Certification provides opportunities to enhance your career success through:

- ⇒ Job Advancement - gives you a competitive edge for promotion and hiring.
- ⇒ Professional Skills - learn more about office operations and build skills by studying for and taking the CPS and/or CAP exam.
- ⇒ Salary - a recent IAAP membership profile study shows that CPS holders earn an average of \$2,228 more per year than those who do not have certification.
- ⇒ Esteem - demonstrates to your employer and yourself that you are committed as a professional.
- ⇒ College Credit - many colleges and universities offer course credit for studying for and passing the CPS and CAP exams.



*Turning Jobs
Into Careers*

Cost

Cherokee Rose is offering an accelerated review course on all four modules of the CPS/CAP exam.

- 📖 **The three CPS modules can be taken separately, or combined as a group at the low rate of \$150!**
- 📖 **All four modules (CAP) can be combined as a group at the low rate of \$200!**
- 📖 Office Systems and Technology - CPS/CAP (\$80 includes review course & mock exam)*
- 📖 Office Administration - CPS/CAP (\$80 includes review course & mock exam)*
- 📖 Management - CPS/CAP (\$80 includes review course & mock exam)*
- 📖 Advanced Organizational Management - CAP only (\$80 includes review course & mock exam)*
- 📖 Mock Exams only \$100

2009/2010 Dates

Review courses and mock exam reviews will be held on Saturdays. **There will be no makeup classes!** Courses are offered 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

Location

All review courses and mock exams will be held at: Marriott Courtyard Northlake, 4083 LaVista Road, Tucker, Georgia 30084; phone 770-938-1200.

Books and Other Materials

The CRC Review Course does not include course books, CDs, flash cards, or other 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.

Application Process

Cherokee Rose Chapter is accepting applications for its Certification Review Course. Download an application at www.cherokeerose.org. Payments must be included with all applications for processing. We accept credit card payments via PayPal. (There is a non-refundable \$5.00 processing fee.) The deadline for all applications is **September 21, 2009**. Cherokee Rose must have a minimum of five (5) complete registrations to proceed with the review course, or we reserve the right to cancel and refund any monies (minus the PayPal processing fee) submitted. For more information about the Cherokee Rose Certification Review Course, please contact Demetrice Clayton CPS/CAP, mrsdmclayton@bellsouth.net, phone 770-270-7915 or Julie Henfield CPS, julie.henfield@gatrans.com phone 770-270-7992.

CPS/CAP Exam Information

Enrollment in the CRC Certification Review Course does not mean that you are enrolled to take the CPS or CAP exams. You must submit a separate application to IAAP Headquarters. The CPS and CAP exams are given twice a year, in May and November. Your CPS/CAP exam application must be postmarked by **February 15** to sit for the May testing and by **August 15** to sit for the November testing. For an application, testing center locations and more information on the CPS/CAP exam, please visit the professional development tab at the IAAP Headquarters website, www.iaap-hq.org.