



The Calgary Exchange

September 2010

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October 13 2010

Speaker:

Carmen Goss

Vice President, Prominent Personnel

“Connected Communications”

Connected communicators experience more business success, with fewer challenges. They are able to give and receive messages with ease. Less confusion and greater understanding gets results! In this session you will learn how to communicate more effectively in the workplace. This is one session you won't want to miss!

Recertification Point - TBA

PASSION & PURPOSE
WESTERN CANADA DIVISION

2010 – 2011 Calgary Chapter Executive

If you have any suggestions, questions, concerns or require any additional information, please contact the following individuals:

President: Cheryl Gathercole

Vice President: Terri Peters, CPS

Treasurer: Lucinda (Cindy) Sharlow, CPS/CAP

Secretary: Lisa Adam, CPS

Your 2010-2011 Committee Chairs are:

Certification Chair: Lucinda (Cindy) Sharlow, CPS/CAP

Membership Chair: Karen Savinkoff

APD Chair: Lucinda (Cindy) Sharlow, CPS/CAP

Communications Chair: Jen Makin

Website Chair: Marianne Velcic

Retirement Trust Foundation Chair: Rose D'Aversa

Please Note: there are other Committee Chair positions open and available. If you are interested, please advise your Calgary Chapter Executive.

REMINDER: Calgary Chapter Meetings – NEW Location

Location: 35th Floor Conference Centre
International Hotel Suites Calgary
220 – 4 Avenue SE

Meeting Dates: Every 2nd Wednesday of the Month (September to June)

Meeting Time: 5:30PM

Mark Your Calendar ... Next Calgary Chapter Meeting is OCTOBER 13, 2010.



Introducing Your Newest Calgary Chapter Board Member

Calgary Chapter Vice President -- Terri Peters, CPS

- 📄 Terri was born in Calgary and grew up in High River where she currently resides.
- 📄 Terri presently works at Bank West in High River where she is the Executive Assistant to the President and CEO of Bank West.
- 📄 Items of Interest:
 - Terri earned the Certified Professional Secretary designation in May of 2009. She is also a Committee Chair on the Western Canada Division Board.
 - Terri is married to her husband Gerry and has a 16 year old daughter Shelby. Her other children are all of the furry variety (4 Puppies: 3 of them are Long Haired Chihuahua's and the other is a Chihuahua crossed with Pomeranian).
 - Terri enjoys vacationing with her family, reading, crocheting and knitting and cutting her grass with the new ride on mower she got this year.
 - Her favorite meal is Spaghetti with homemade Spaghetti Sauce and her favorite color is navy.

Did you know ...

“Success is getting what you want. Happiness is wanting what you get.”
Dale Carnegie

- ❖ When paying via PayPal for your Chapter Meeting Fees, you pay an additional \$2.00 for service fees.
- ❖ You can achieve cost savings of \$25 if you purchase the Calgary Chapter Meeting Savings card which entitles you to 5 Calgary Chapter Meetings at a reduced rate. Contact treasurer@iaap-calgary.org.

Outlook 2007 Tips and Tricks

(As provided in session handouts from EFAM 2010 – TRIAD Consulting)

Organize Outlook with Color Categories

Use Color Categories to easily identify and group associated items in Outlook. You can assign a color category to messages, notes, contacts, tasks, and appointments so you can easily organize them. In Outlook 2007, you can assign more than one color category to an item.

The colors are displayed in table views like the Inbox, and at the top of the message, contact, or other item when it is open. You can create a color category system that works for you by renaming the categories.

Tip: Use the Categorized Mail search folder (in the Search Folders list in the Navigation Pane) to view, sort, and group all your categorized mail items.

A color category must be listed in the color category list before you can assign it. There are several default categories, for example Blue Category. Rename the existing categories and create new categories to give them meaning in the context of your organization and your work.

Outlook 2007 Tips and Tricks - Continued

(As provided in session handouts from EFAM 2010 – TRIAD Consulting)

Assign a Color Category to a Message

To assign a color category to a message in any list view:

- ❖ Right click the message.
- ❖ Choose Categorize then the color category from the shortcut menu.

To assign a color category to an open message: On the Message tab in the Options group, click Categorize then choose a color category.

Rename or Create a Color Category

The first time that you assign a default color category to an item, you will be prompted to rename the category. You can also change the color of the category and choose a keyboard shortcut. You can set the colors for default categories and create new color categories in the Color Categories dialog box.

1. Click Categorize on the ribbon and choose All Categories from the menu.
2. Click New to open the Add New Category dialog box.
3. In the Name box, type a name for the new color category.
4. Click the Color down arrow, choose the color that you want, and then click OK.

Certification News

(Submitted by: Certification Chair, Lucinda (Cindy) Sharlow, CPS/CAP)

Upcoming Changes to the IAAP Certification Program

IAAP's Certification Program will be changing effective November 2011.

These changes will help us achieve a much simpler system of expansion with an understandable and easier to explain certification program.

IAAP is moving from a two rating system to a one rating system, with areas of specialty. The base rating will be Certified Administrative Professional, the **CAP** rating. We will also offer a specialty in Organizational Management, the **OM**.

The new CAP exam will become a one-part exam (300-350 questions), testing similar material to our current three-part exam. The OM exam will also be a one-part exam (150-170 questions), testing similar material to the current Part 4 of the CAP exam. The exams will remain multiple choice, there will be no change to the testing format.

The preliminary exam outlines are available now; we anticipate new sample questions and an updated bibliography by November 2010.

IAAP will provide both Pearson/Prentice Hall and Metcalf Education with the revised examination outlines by November 2010. Once they give IAAP a revision schedule, it will be shared with you. *Please keep in mind, the IAAP certification exams are not written from the review materials. The exams are written from the college texts listed in the Certification Review Guide. The review materials are intended as an aid to review something you already know, and are not intended to teach everything that is on the exams.*

Current candidates, and those applying for the November 2010 and May 2011 exams, will have through May 2011 to complete all parts of the existing exams. After the May 2011 exams, any CPS candidate who has passed only one part will automatically be moved to the new CAP exam. Any CAP candidate who has passed only one part will automatically be moved to the new CAP exam *and* Organizational Management specialty exam. Any candidate who has passed two parts will be given through November 2011 to complete their final parts. Complete details will be provided individually to all eligible retake candidates before both the May 2011 and November 2011 exams.

Certification News - Continued

(Submitted by: Certification Chair, Lucinda (Cindy) Sharlow, CPS/CAP)

Those applying for the November 2011 exams, will first apply to take the one-part CAP exam, and then after attaining the CAP rating, come back and apply to take the one-part Organizational Management specialty exam. **OR** You can apply initially as a candidate for both the rating and specialty and take the one-part CAP exam and the specialty Organizational Management exam at the same time.

What does this mean to those that are currently certified? After November 2011, all active CPS ratings will be changed to CAP, all active CAP ratings will be changed to CAP-OM, and all active CPS/CAP ratings will be changed to CAP-OM. In the future, IAAP may offer other specialties.

Changes to the IAAP Recertification Program EFFECTIVE IMMEDIATELY, IAAP’s Recertification Program is changing.

The following changes to the Recertification Program are effective immediately:

- ❖ The number of points required for recertification is reduced from 90 to 60.
- ❖ The Experience category will be renamed Other Certifications. 5 points will be awarded for each certification, up to a maximum of 20.
- ❖ The Leadership category will award points for officer or chair positions for committees active for at least 7 of the 12 months in the IAAP year. 5 points will be awarded for each position held, up to a maximum of 20.
- ❖ The Education category will be renamed Continuing Education and will tightly follow the exam outline; credit will only be given for education in these areas. 30 points will be a minimum requirement in this area.

The general categories in the exam outline are as follows:

- computer hardware, systems & configuration
- document layout, design & reproduction
- software
- managing physical resources
- records management
- communication
- human resources
- accounting procedures & analysis
- time management
- organizational planning
- advanced administration
- team skills
- advanced communication

❖ Workplace experiences has been eliminated.

❖ The Elective category has been eliminated.

The Certification Department will accept applications under either the new guidelines or the old guidelines until April 1, 2011.

The following table shows the previous and revised systems:

Previous Recertification Categories & Points		Revised Recertification Categories & Points	
Points Required	90	Points Required	60
Category Title	Max Points Allowed	Category Title	Max Points Allowed
Education	90 Points (Minimum 30)	Continuing Education	60 (minimum 30)
Experience	30	Other Certifications	20
Leadership	30	Leadership	20
Elective	30		

Please visit www.iaap-hq.org and go to “Professional Development” - “Certification” - “Recertification” where you will find the Recertification Application Packet and Recertification Spreadsheet, as well as the “What Counts and What Doesn’t” publication.

Upcoming Events, Mark Your Calendar

Executive / Committee Chair Board Meeting	October 6, 2010
October General Meeting	October 13, 2010
IAAP Fall Conference (Louisville, Kentucky)	October 17-20, 2010
Executive Board Meeting	November 3, 2010
November General Meeting	November 10, 2010
Executive / Committee Chair Meeting	December 1, 2010
December General Meeting	December 8, 2010

Orange items pertain to all members.

Purple items pertain to the Board of Directors only.

OCTOBER 2010						NOVEMBER 2010						DECEMBER 2010				
Mon	Tue	Wed	Thu	Fri		Mon	Tue	Wed	Thu	Fri		Mon	Tue	Wed	Thu	Fri
				1		1	2	3	4	5				1	2	3
4	5	6	7	8		8	9	10	11	12		6	7	8	9	10
11	12	13	14	15		15	16	17	18	19		13	14	15	16	17
18	19	20	21	22		22	23	24	25	26		20	21	22	23	24
25	26	27	28	29		29	30					27	28	29	30	31

Chapter Orientation Dates: October 16 2010 -- January 15 2011 -- March 19 2011 -- May 14 2011

Helpful Information

Calgary IAAP Chapter Website: <http://www.iaap-calgary.org/>

Newsletter Articles Submissions / Suggestions Email: vicepresident@iaap-calgary.org

Headquarters Website: <http://www.iaap-hq.org/>

Calgary Chapter President Email: president@iaap-calgary.org

Calgary Chapter Vice President Email: vicepresident@iaap-calgary.org

Calgary Chapter Treasurer Email: treasurer@iaap-calgary.org

Calgary Chapter Secretary Email: secretary@iaap-calgary.org

*I always wanted to be somebody, but now I realize I should have been more specific.
- Lily Tomlin*