



ARE YOU AN ADMINISTRATIVE PROFESSIONAL?

YES! Today's employers demand you have skills more advanced than traditional typing and filing. To stay competitive in the marketplace, you must continually advance and expand these skills and broaden your network. Membership in the Arlington Golden Circle Chapter can help.

JOIN THE IAAP-ARLINGTON GOLDEN CIRCLE CHAPTER

Your membership will provide you with many opportunities to increase skills, keep abreast of the latest trends, expand your network, and learn more advanced management and leadership abilities that could help you move up the ladder and make more money.

When you join the IAAP-Arlington Golden Circle Chapter, you join other administrative professionals that have made the commitment not to be "just a secretary." Our members are typically at or near the top of the profession, making more money and working for some of the most influential people and companies in the area.

Isn't it about time you joined the professionals?

ADVANCE YOUR CAREER TODAY...

Membership in the IAAP-Arlington Golden Circle Chapter provides many opportunities to challenge yourself to grow and advance in key areas, to develop a valuable network with other local administrative professionals, and provide a realistic, hands-on environment to sharpen leadership, team, and management skills you can add to your resume.

Make an investment in yourself and your career by joining the professionals.

Join IAAP- Arlington Golden Circle Chapter today!

2nd Tuesday Monthly
Networking/Dinner – 5:30 p.m.
Meeting – 6:00 p.m.
Program – 6:30 p.m.

**UT Arlington, Wetsel Building
Room 200, 1225 W. Mitchell St.**

For more information and a membership application to join the professionals, contact:

Becky Blazek, CPS/CAP, President
president@iaap-arlington.org

Vicky Popplewell, CPS/CAP, Membership
membership@iaap-arlington.org



ADVANCE YOUR CAREER...

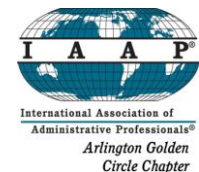
Join the professionals.

Arlington Golden Circle Chapter

www.iaap-arlington.org

INTERNATIONAL ASSOCIATION
OF ADMINISTRATIVE
PROFESSIONALS®

Providing Networking, Education, and Certification to Tarrant County administrative professionals.



“Just a secretary” or an administrative professional...



It's your choice.

In a world of layoffs, downsizing, and mergers, savvy administrative professionals know

they must continuously learn new skills and expand their network to stay competitive. Today, businesses move at the speed of light and change is constant...do you know what's ahead and **are you ready?**

EDUCATION

Our goal is to provide Tarrant County administrative professionals with the advanced tools and trends they need to compete effectively in today's fast-paced business environment.

As a member of the Arlington Golden Circle Chapter IAAP, you will have many opportunities for professional and personal growth, including our local monthly educational meetings, other educational events, classes, seminars, and annual State and International conventions. In addition, you'll receive an award-winning publication and other opportunities throughout the year. Nowhere else can you find such resources in one place.

NETWORKING

Working with other members on committees or events, attending monthly meetings or other area seminars expands your network and provides mentorship, so that you can learn from experience and receive guidance from someone that knows you and your capabilities.



PROFESSIONAL CERTIFICATION

The Certified Professional Secretary® (CPS®) and Certified Administrative Professional® (CAP®) ratings are universally recognized standards of proficiency. These ratings are earned through testing that evaluates knowledge, competency, encourages professional development, provides a means to keep informed of changes in the field, and offers a way to further develop professional skills.

Passing the CPS/CAP examination is the first step towards making a long-term investment in your career.

CERTIFICATION BENEFITS

- **Job Advancement** – Gives you a competitive edge for promotion and hiring.
- **Professional Skills** – Learn more about office operations and build your skills by studying for and taking the CPS exam.
- **Salary** – A recent IAAP Membership Profile study shows that CPS holders earn more per year than those who do not have a certification.
- **Esteem** – Attaining certification demonstrates to your employer and yourself that you are committed as a professional.

PROFESSIONALISM

IAAP's **purpose** is to provide information, education, and training, and to set standards of excellence recognized by the business community.



IAAP's **objectives** are to elevate the standards of administrative professionals and promote their working relationship with management.

