



International Association of
Administrative Professionals®

*Arlington Golden
Circle Chapter*

ARLINGTON GOLDEN CIRCLE CHAPTER



2009-2010

2011 CPS & CAP REVIEW CLASSES

REGISTRATION FORM

| Personal Information | |
|----------------------|----------------|
| Name: | IAAP Member # |
| Address: | IAAP Chapter: |
| City, State, Zip: | Day Phone: |
| E-mail: | Evening Phone: |

| Session Information | | |
|--|--|---|
| Session Name | Session Dates | Please Circle |
| Office Systems and Technology (Thursdays) | January 20 through March 3 6-8 p.m. | \$45.00 IAAP Member \$55.00 Non-Member |
| Advanced Organizational Management (Mondays) | March 7 through May 9 6-8 p.m. | \$45.00 IAAP Member \$55.00 Non-Member |
| Office Administration (Mondays) | January 10 through February 28 6-8 p.m. | \$45.00 IAAP Member \$55.00 Non-Member |
| Management (Thursdays) | March 10 through April 28 6-8 p.m. | \$45.00 IAAP Member \$55.00 Non-Member |
| | | Amount Due |

| Registration Submission | |
|---|---|
| Make Check Payable to: | Mail Registration Form and Check to: |
| IAAP-AGC or Go to www.iaap-arlington.org to pay with credit card through PayPal | Lauren Rosales CPS 3024 Riverwood Ln. Grand Prairie, TX 75052 |
| Please note this is not a UTA class. | |

Registration with payment must be received by January 3, 2011.

Cancellations on or before January 3, 2011 will be refunded. No refunds will be given after January 4, 2011. A confirmation of registration will be sent to you by email. After the January 3rd deadline, you will receive an email with detailed class information including directions to the location, book purchase, and class syllabi. We must have 8 registrants to make each class. If the class does not make, you will be notified by email and your payment will be refunded in full.

The purpose of each session is to guide the class participant in the study of the specific area listed in preparation for the CPS/CAP exam and/or to provide professional growth to the class participant in said area. Individual study time and homework will be necessary in addition to the review session. Taking the session does not guarantee a passing score on the CPS/CAP exam. The IAAP Arlington Golden Circle chapter and the instructor will do their utmost to prepare each participant for the exam but are not responsible for exam scores. **DISCLAIMER: The study materials provided by Pearson Prentice Hall and through the IAAP organization are not to be photocopied or reproduced in any manner without the express consent of the publisher. I accept these terms.**

Signature

Date