

The North Dallas Chapter of IAAP

CPS[®] /CAP[®] Study Group
SEPTEMBER ~ OCTOBER 2010



**Anyone preparing to sit for the
Certified Professional Secretary[®] (CPS) Exam and/or
Certified Administrative Professional[®] (CAP)
is invited to attend!**

Location: Dresser, Inc.
15455 Dallas Parkway (at Arapaho Road)
Addison, TX 75001

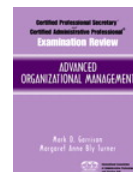
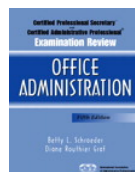
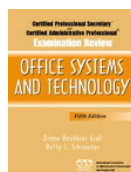
When: Thursday at 6:00 pm

**Part I – Office Systems & Technology AND
Part II - Office Administration**
September 16 ~ October 21st 6:00 – 8:00 pm

Part IV – Advanced Organizational Management
September 23 ~ October 28 6:00 – 8:00 pm

IAAP Members: \$40.00 per session
Non-Members: \$50.00 per session

Attendees are responsible for purchasing their own book for each course.



**Need more information? E-mail Joan McEwan, CPS/CAP
at joan.mcewan@dresser.com**



NORTH DALLAS CHAPTER
 CPS®/CAP® STUDY GROUP
 REGISTRATION FORM



Name:	IAAP Member #:
Address:	IAAP Chapter:
City:	Day Phone:
State, ZIP Code:	Evening Phone:
E-mail:	Cell Phone:

Session Name	Session Dates	Registration Deadline	Please Circle
I – Office Systems & Technology II – Office Administration	Thursday, Sept. 16 th , 2010–October 21 st	September 16th	\$40.00 Member \$50.00 Non-Member
IV – Advanced Organizational Management	Thursday, Sept. 23 th , 2010–October 28 st	September 22nd	\$40.00 Member \$50.00 Non-Member
		Amount Enclosed	\$

Make Check(s) Payable to:	Send registration form to
IAAP – NDC Bring check to first night of review session	Joan McEwan, CPS/CAP joan.mcewan@dresser.com

Cancellations on or before the registration deadline for each session will be refunded. No refunds will be given after the registration deadline noted above.
 A confirmation of registration will be sent to you by e-mail. After the registration deadline, you will receive an e-mail with detailed class information including directions to the location, book purchase and class syllabus.

A minimum of six participants are required.

If we do not meet the number of participants required, you will be notified by e-mail and your payment will be refunded. Credit cards are not accepted.

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 the specific 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 North Dallas Chapter and the facilitators 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 IAAP are not to be photocopied or reproduced in any manner without the express consent of the publisher.**

I accept these terms.

Signature: _____ Date: _____