



Certification Committee

Purpose: To stimulate and encourage interest and participation in the Certified Professional Secretary® (CPS®), Certified Administrative Professional (CAP), Microsoft Office User Specialist (MOUS) program, and other appropriate certification programs.

Duties:

1. Submit appropriate information to the Website Sub-committee as needed.
2. Send out certification literature and information in response to all requests (include Certification Application Packet, review course schedules available, and forms to order study aids, etc.).
3. Maintain a library of study guide materials for candidates to borrow (IAAP® members have priority).
4. Have certification literature available, answer questions and promote certification program at monthly meetings, IAAP education seminar, and other IAAP events.
5. Work with area vocational technical institutions and community colleges on class schedules and information for IAAP members and other administrative professionals interested in sitting for and/or completing the certification exam. Work with instructor and attend review classes from time to time to answer questions about the certification exams.
6. Request Chapter President to obtain, in writing, from the Division President the list of all new MN-ND-SD Division certification and recertification recipients.
7. Set aside time on appropriate Chapter meeting agendas to promote and recognize new certification recipients and those that have recertified.
 - Send congratulatory letters and invitations to new certification recipients to attend the recognition meeting.
 - Make arrangements for roses and rose pins, or other appropriate symbol of recognition, for presentation to certification recipients.
 - Prepare a short presentation about the trials and honors of attaining the certification at each recognition meeting.
8. Work jointly with Metro Lakes Council to conduct mock exams in October and April for all CPS and CAP candidates. The Chapter President or President-Elect has detailed information if needed.
9. Coordinate with Metro Lakes Council to promote IAAP and wish all participants “good luck” at the examination site on the day of the certification exam in May and November.



Certification Committee

Time Involvement

- Initial committee meeting in August/September to establish time tables and delegate responsibilities.
- Various amounts of time throughout the year to respond to requests for certification information and to loan study guides.
- Three to four hours in September and February for arranging the certification mock exam. All members assist in planning and participating on the actual date where needed.
- One to four hours on day of the mock exam in April and October for tutoring or facilitating the program for the day.
- Two to three hours in September and January to arrange program and send letters for certification recognition at the October and March IAAP Chapter meetings.

Deadlines and Reports:

August/September

- Committee meets to delegate responsibilities
- Request from Chapter President the names of new certification recipients from May exam
- Work on fall program of recognition
- Work on October mock exam

October

- Recognize certification and recertification recipients at IAAP Chapter meeting
- Mock exam

January

- Obtain names of new certification and recertification recipients from November exam
- Work on spring mock exam

February

- Work on April mock exam

March

- Recognize new certification and recertification recipients at IAAP Chapter meeting

April

- Mock exam

May

- Submit year-end report to Chapter President upon request



Certification Committee

Committee Structure:

- Committee Leader
- 3-4 committee members
- Immediate past chair should remain as committee member for the following year

Skill Building:

- Communication (written and verbal)
- Leadership
- Project Planning
- Teamwork