



International Association of  
Administrative Professionals®  
Fort Myers Chapter



**HAPPY HALLOWEEN**

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# FM Broadcaster

## Notes from the President



Several of our members attended the **Florida Division Leadership and Education Conference (LEC)** on September 10-11 last month in Cocoa Beach. I never made it to the beach myself, but I was told that while it was lovely, the beach is not actually made of cocoa, disappointingly. Also at the conference from our chapter were **Nan Grover; Vickie Lane, CPS/CAP; Alejandra Paipilla, CPS;** and **Karen Royal, CPS.** Our Division leaders presented informative "Back to Basics" topics with a variety of break-out sessions to choose from. We each came away excited about something different. Of all the great information shared, I found myself very interested in E-groups. If you are asking, "What is an E-group?" you likely are not alone. An E-group is a fabulous tool for connecting at a deeper level with IAAP at all levels, and you control just how connected you want to be.

Sign up for the Fort Myers Chapter and Florida Division E-groups today!

On the International website ([www.iaap-hq.org](http://www.iaap-hq.org)), login to the Members area, click on Network, and select Groups & Networks. Here you will see which E-groups you are currently registered for and can click on each group to access it. If you do not see "Fort Myers Chapter" and "Florida Division," you should then click on E-groups at the top menu bar and then select My Subscriptions. This screen allows you to select all of the groups you would like to join, as well as whether you'd like to receive real-time copies of the messages exchanged in each group, a daily digest of the messages, or no messages. If you select no messages, it will be up to you to login and check the E-groups you are interested in. But you have to subscribe to them first! Give this a try and let me know what you think or if you have any questions about the sign-up process. **Our International office has provided a powerful communication tool – let's embrace it and have some fun with it!** I will be posting messages to our E-group ... and awaiting your replies!

**"Drum-roll, please! And the winner is..."** October brings with it thoughts of pumpkins, costumes, and hay rides. And something

else, too. **Bosses Day!** Celebrated on October 16 each year, Bosses Day was established in 1958 by Patricia Bays Haroski, an employee at State Farm Insurance Company, who registered the holiday with the Chamber of Commerce of the United States. (By the way, if October 16 falls on a weekend, it is celebrated on the workday closest to the 16th.) The Fort Myers chapter has traditionally chosen to honor our bosses at the October chapter meeting. I hope you will each invite your boss to join us that evening (October 12). In addition to taking time to thank our bosses, we will also announce the winner of our **Executive of the Year (EOTY)** award.

Right around the corner is our **Annual Fashion Show**, one of our most popular events. The date is Saturday, **November 6**, at the Hilton Garden Inn. The Ways & Means Committee, chaired by **Alejandra Paipilla, CPS** has been busy making sure it is a fun and special day for us. Many of our members bring friends and family to this event. It's all about **FOOD, FUN, and FUND-RAISING** for our scholarship program. Baskets are raffled—and be sure to stick around for the door prizes! You don't want to

*(Continued on page 2)*

## Announcements



Birthdays	
Christina Dorn, CPS	10/9
Peggy Poole, CPS	10/19
Nida Eluna	10/20
Michelle Zepp	10/30

Anniversaries	
Paula Camberato	8 years
Margery Duncan, CPS/CAP	7 years

**A Sad Farewell to One of our Own**

**Karen Royal, CPS** is leaving our chapter. She and her husband, Sean, are relocating to North Little Rock, Arkansas.

Karen has been a member since 2004, served as Recording and Corresponding Secretary, and served on the Scholarship Committee, Sunshine Committee, and Careernet. She was also honored as our 2010 Administrative Professional of the Year.

Good luck to Karen and Sean. We will miss you.

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miss it. Please get in touch with Alejandra (huchral@yahoo.com) to reserve your tickets.

Also, be sure you have saved the date for our **Holiday Social with the Cape Coral Chapter on December 6**. Plans are coming together for our special holiday celebration and we will have more details to share with you soon.

If you have any feedback on our chapter year so far, I would love to hear from you. I would especially like to hear from you if you'd like to get more involved in our chapter activities. There are always opportunities!

Ann



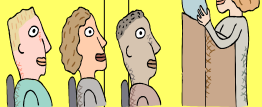
Ann Kirby, CPS/CAP  
 2010-2011 FM Chapter President  
 W 239-489-9177, C 989-751-8889

### Mentor Minute By Peggy Poole, CPS

Okay. You have agreed to chair a committee and you find out that a contract is involved with a business venue. Now what?

The Fort Myers Chapter Board of Directors has an established policy regarding contracts to help protect the chapter, our members, and the funds of our chapter.

As the chair of a committee, and let's use Ways and Means as an



example, you are planning the upcoming fashion show. It is permissible for you to contact the venue where you plan to hold the event and negotiate on the terms of the contract. This would include date, time, and food selection. Once the terms of the contract are agreed upon, the contract should be submitted to the Chapter President for review with the chapter Board of Directors. Upon approval of the con-

tract, the President should sign the contract as the chapter representative. In the event the President is not available to sign the contract, another chapter officer may sign.

It is always good to have a second set of eyes look over a contract. Even the Florida Division Board submits contracts to International before signing!

See you next month.

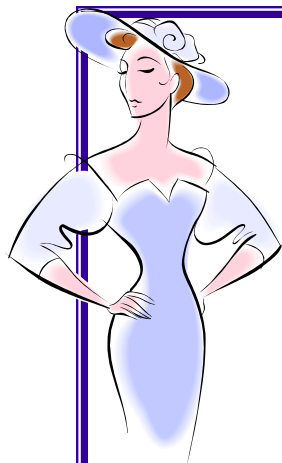
## Upcoming Events

- October 12 Fort Myers Monthly Chapter Meeting (Executive of the Year)
- October 21 Fort Myers Chapter Board Meeting
- November 6 Fort Myers Chapter Fashion Show
- November 13 FLAN—Sara Keys Chapter Hosting
- November 22 Cape Coral Chapter Meeting (**Peggy Poole, CPS, Speaker**)
- December 2 Joint Holiday Social with Cape Coral Chapter (Fort Myers chapter hosting)



*It's the Great Pumpkin, Charlie Brown, airs October 28, on ABC.*

## Fashion Show Update!



Tickets are still available! The Fashion Show will be held at the Hilton Garden Inn on Saturday, November 6, and tickets are \$20.00 per person. This is always a fun event, and we encourage you to get your tickets early as space is limited. Invite your friends!

“Themed” baskets for the raffle are still needed.

Table space is also still available. Show off your wares! Tables and advertising rates are as follows: \$10.00 per table and \$5.00 per business card in the program flyer.

For more information or to register a table, please contact **Alejandra Paipilla, CPS** at [huchral@yahoo.com](mailto:huchral@yahoo.com) or call 239-935-9881.

**Contact**  
**Alejandra at**  
**[huchral@yahoo](mailto:huchral@yahoo.com)**  
**.com to get**  
**your fashion**  
**show tickets!**

### Coastal Cleanup

IAAP members **Karen Distelrath, CPS/CAP** (not pictured), **Christina Dorn, CPS** (2nd from left, back row) and **Stacy Schmitt** (front right) were part of the 900+ volunteers that participated in the annual Coastal Cleanup sponsored by Keep Lee County Beautiful. Data has been sent to the Ocean Conservancy for tabulation. Early estimates for Lee County reveal that more than 3 tons of trash and litter were picked up by the hardworking volunteers. Bonita Springs reported finding a painting of a vampire that weighed 11 pounds! Undoubtedly, the most collected items were cigarette butts and straws.



### Peace Day in the Park

Cape Coral celebrated the Third Annual Peace Day in the Park at Jaycee Park on Sunday, September 19, 2010. The event collected 1,500 pounds of food for the Harry Chapin Food Bank.



IAAP members pictured: Fort Myers member **Nan Grover** (2nd from left) and Cape Coral member and Florida Division Treasurer **Carol Robb, CPS/CAP** (3rd from left).

# How to seal a bag and make it air-tight!

Submitted by Karen Distelrath, CPS/CAP

Good for us, and good for the environment, too.



Cut up a disposable water bottle and keep the neck and top, as in photo above.



Insert the plastic bag through the neck from the bottom and screw on the top to seal. This makes an airtight seal - and also makes it easy to pour out the contents of the bag!

## Certification News

As presented by IAAP Headquarters

The IAAP Certification Program will be changing effective November 2011. In an attempt to answer as many questions as possible, we've developed this question and answer sheet. We're excited about the upcoming changes, and we hope that you will be, too. Our goal, as always, is to maintain a vibrant program that's marketable to the professional community. These changes will help us achieve a much simpler system of expansion with an understandable and easier to explain certification program. If you still have questions after reviewing this sheet, email [certification@iaap-hq.org](mailto:certification@iaap-hq.org). Other changes will be presented in upcoming newsletters.

### **What ratings will now be available from IAAP?**

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.

### **When is this change effective?**

November 2011.

### **How will this change affect me if I am currently certified?**

After November 2011, all active CPS ratings will be changed to CAP, and all active CAP ratings will be changed to CAP-OM.

### **Will the exam format change?**

Yes. The new CAP exam will become a one-part exam, testing similar material to our current three-part exam. The OM exam will also be a one-part exam, testing similar material to the current Part 4 of the CAP exam.

### **Will additional specialty areas also be offered?**

Yes. In the future, there could be a specialty in technology and software, or in medical administration, and more. At least one year's advance notice will be given prior to each specialty designation being available.

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**When will the Certification Review Guide be updated?**

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

**Will review materials be available to study for the new November 2011 exams?**

We will provide both Pearson/Prentice Hall and Metcalf Education with the reviewed examination outlined by November 2010. Once they give us a revision schedule, we will share that information.

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.

**Who will be eligible to take the new CAP exam?**

Applicants with no college degree will need four years of verified administrative experience; applicants with an associate degree will need three years of verified administrative experience; and applicants with a bachelor's degree will need two years of verified experience. All experience must be within the past fifteen years and must include twelve months continuous with one employer within the past five years. All experience requirements must be met prior to applying for approval to take the CAP exam.

**Will students be able to take the CVAP exam or OM specialty exam?**

Students will be eligible only if their experience requirements have been met at the time they apply.

**If I am a new candidate, how do I attain the CAP rating and the specialty designation?**

You can 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.

**Will the exams still be multiple choice?**

Yes. There is no change in the testing format.

**How many questions will be included in the exams?**

The one-part CAP exam will be 300-350 questions.

The one-part Organizational Management exam will be 150-170 questions.

**FOR CURRENT CANDIDATES****How will these change affect current CPS and CAP candidates?**

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.

Next issue: November, 2010

Submit articles to:  
Christina.dorn@gmail.com  
Deadline: October 20, 2010

Newsletter Editors: Babs Brown  
Nan Grover  
Julie Vaughn, CAP

Look for us on the web!  
[iaap-fortmyers.org](http://iaap-fortmyers.org)  
[iaap-floridadivision.org](http://iaap-floridadivision.org)  
[iaap-hq.org](http://iaap-hq.org)



## CHAPTER INFORMATION

### Fort Myers Chapter 2010-2011 Board Members

**President**  
**Ann Kirby, CPS/CAP**  
[ann.kirby@hopehospice.org](mailto:ann.kirby@hopehospice.org)

**President-Elect**  
**Vickie Lane, CPS/CAP**  
[vickie.lane@leememorial.org](mailto:vickie.lane@leememorial.org)

**Recording Secretary**  
**Karen Distelrath, CPS/CAP**  
[kdistelrath@phaengineers.com](mailto:kdistelrath@phaengineers.com)

**Corresponding Secretary**  
**Karen Royal, CPS**  
[kroyal@fgcu.edu](mailto:kroyal@fgcu.edu)

**Treasurer**  
**Christina Dorn, CPS**  
[christina.dorn@gmail.com](mailto:christina.dorn@gmail.com)

**Director**  
**Dianne Reed, CPS**  
[ddreed80@aol.com](mailto:ddreed80@aol.com)

**Director**  
**Elsie Sambrato, CPS/CAP**  
[elsie.sambrato@leememorial.org](mailto:elsie.sambrato@leememorial.org)

#### Chapter Meetings

2nd Tuesday of each month  
Hilton Garden Inn  
Corner College Parkway &  
Summerlin Rd.

5:30 pm Networking

6:00 pm Dinner\*

6:45 pm Meeting

\*Optional (reservations required): \$17 for hot meals, \$15 for salads

#### Board Meetings

3rd Thursday of each month.  
All members welcome.

5:30 pm

Pitman Hartenstein &  
Associates, Inc.

12701 World Plaza Lane  
Suite 80

Fort Myers, FL 33907

# Reminder!

All Current catalog orders and monies are due to **Alejandra Paipilla, CPS** at the October 12 monthly chapter meeting. If you are unable to make the meeting, please contact Alejandra ([huchral@yahoo.com](mailto:huchral@yahoo.com)) to make arrangements.