

JULY
2009
ISSUE

THE ANALECTA

A MONTHLY NEWSLETTER FOR ADMINISTRATIVE PROFESSIONALS

From the Greek "analekta" meaning "miscellaneous written passages"

Chapter Officers / Board Members

President

Michele Bohnen CPS/CAP

Vice President

Donna DeGarmo CPS

Secretary

Pat Greener CPS/CAP

Treasurer

Ceci Cook

Board Director

Mary Miller CPS

Parliamentarian

Bonnie Jameson CPS/CAP

AUGUST CHAPTER MEETING

Tuesday, August 4, 2009

**Holiday Inn ~ The Shawnee Room
8787 Reeder Rd, Overland Park, KS 66214
(Near 87th and Alternate 69 Hwy, just east of I35)**

Presentation:

"Diversity Training – Commitment to Mutual Courtesy and Respect"

Training of Chapter Bylaws Article X

Presented By:

Kimberly Roe, MBA, CB, SPHR

Menu:

Chicken Parmesan – Breaded Chicken Breast sautéed and topped with a rich Marinara sauce and Mozzarella cheese. Served over Penne pasta.

Served with Caesar Salad, freshly baked bread and herbed butter, and dessert.

Includes Iced Tea, Water and Coffee.

Please RSVP no later than noon on July 30 to:

donna.r.degarmo@sprint.com

NOTE: If you RSVP and cannot attend and cannot get someone to take your place, you will receive an invoice for the \$20 meeting fee

President's Letter, Board of Directors	2
June Meeting Update	3
Meet the Board	4-5
Invest in Your IAAP Membership	6
The Right Way to Take Time Off	7
E-mail Mistakes That Make You Look Bad	8-9
The Office Guide to Going Green	10
Chapter Member of the Year Criteria	11
Birthdays/Anniversaries	11
Certification CPS/CAP	12-13
Calendar, IAAP International Events	14



PRESIDENT'S LETTER... MICHELE BOHNEN CPS/CAP

Greetings to everyone,

Can you actually believe it is almost August already? With a blink of an eye, the summer is a memory.

As we begin our year, we will need to share the great opportunities that the IAAP has to offer with our colleagues, our friends and to those new acquaintances we have yet to meet. Our goals and objectives for the new year are simple;

- 1) Grow the chapter
- 2) Retain our members
- 3) Build best practices
- 4) Become a Chapter of Excellence
- 5) Have Fun

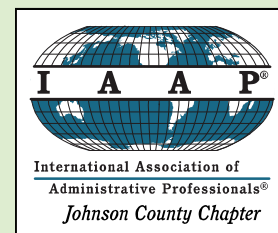
We have so many opportunities coming up in the weeks ahead. Leadership Bootcamp on August 22 in Topeka, Kansas Division Fall Workshop on October 3 in Wichita and our fall mock exam on October 24. Having just attained my two certification designations and becoming president of this chapter, I am very excited about the many opportunities that this chapter has to offer. I hope that each of you will begin making plans to become certified and growing professionally. We each need to take the reins of our own career, ask for help in areas that we need it and most importantly have fun doing it.

As the months unfold, the board will be addressing each of the above objectives, sharing with you our progress towards them and will continually ask for your input so that we all share in the same common goals. Get R Done!

Many of you may not know a lot about each of your board members, so look for the bio's included in this publication. We hope this will assist with any questions that you have, and will tell you a little about our backgrounds.

I wish each of you good luck this new chapter year, and I hope to see as many of you as possible attending the Leadership Bootcamp on August 22.

Michele Bohnen CPS/CAP
Chapter President



JOHNSON COUNTY CHAPTER OF IAAP 2009-2010 BOARD OF DIRECTORS



The 2009-2010 Board during the business portion of the July Chapter meeting. From left to right: Ceci Cook, Treasurer; Pat Greener CPS/CAP, Secretary; Donna DeGarma CPS, VicePresident; Michele Bohnen CPS/CAP, President; Bonnie Jameson CPS/CAP, Parliamentarian

**JUNE MEETING
UPDATE**

“Executive Night & Awards Dinner”

“What IAAP Can Do For Your Business”

Presented By Past IAAP International President, Kay Enlow



Kay gave a very informative presentation about the history of the certification program, the details of the programs, the benefits for both the administrative professional and their executives, and tips for preparing for the exams. Attendees also enjoyed the inspiring talk Kay gave about her own journey in becoming certified.



Kay Enlow CPS/CAP, Past International President with Michele Bohnen CPS/CAP, newly installed Johnson County Chapter President



Johnson County Chapter Executive of the Year, Brad xxx with Executive Assistant Mary Miller CPS

Last year recipient, Ralph Beacham Ph.D. with Administrative Assistant, Carol Zamaitis

Getting to know the Johnson County Chapter 2009-2010 Board

President Michele Bohnen CPS/CAP:

Michele Bohnen works as an Executive Administrative Assistant at Sprint Corporation in Overland Park, Kansas. Michele has worked for Sprint for the past 10 years in Advanced Technology Development, Technology Services and now Product Development.

While at Sprint, Michele has chaired several community relations teams, and each year her team winning the coveted "Spirit Award," in which the team was given \$250 - \$500 each year to give to a charity of their choice. She also is the co-lead for the Sprint Administrative Professional Community of Practice (APCoP) and has lead several initiatives; including topics as Mentoring, IAAP Certification and is the webmaster of the Answer Place Intranet website.

Prior to working at Sprint, Michele was in the medical field for 18 years serving as a surgical scheduler for six cardiovascular surgeons. Michele was responsible for keeping the surgical team of six surgeons, six physician assistants and three surgical technicians busy in the OR of three local hospitals in Evansville, Indiana.

In her spare time, Michele has served on the board of her neighborhood homes association. As Pool Committee Chair, Michele was responsible for preparing budgets, supervising personnel and presenting monthly and year-end reports to both the board and the homeowners at annual meeting.

Michele holds an Associate of Arts ~ Liberal Arts degree from Johnson County Community College. She is a Certified Professional Secretary (CPS) and a Certified Administrative Professional (CAP) and is studying to take the Microsoft Certified Application Specialists (MCAS) exams for Microsoft Office applications. She is married and has a blended family of 5 teenage children; 4 boys and 1 girl, ranging in age from 14 to 20.

Vice-President Donna DeGarma CPS:

Donna is the Executive Assistant to Sprint's Senior VP of Network, responsible for planning, coordinating and execution of meetings and special events for the Network organization. She provides administrative support, communication flow and manages process flows and special projects as assigned for the Network organization.

In addition to her normal duties, Donna was instrumental in the development of a community of practice for Sprint's Administrative Professionals and serves as leader for the group. This organization was founded in 2002 by a small group of Administrative Professionals and is responsible for the achievement of many enterprise-wide initiatives that have improved the productivity of Sprint Administrative Professionals and the enterprise as a whole.

In 2007 Donna was named first runner up for the National Administrative Professional of the year for Administrative Excellence. She is also the recipient of three Sprint Achievement of Excellence awards.

Donna is also a member of IAAP - International Association of Administrative Professionals and serves as Vice President of the Johnson County Chapter. Donna received her CPS designation (Certified Professional Secretary) in June 2009.

Meet the Johnson County Chapter 2009-2010 Board (cont'd)

Secretary Pat Greener CPS/CAP

Pat grew up in the Midwest and has lived in Kentucky, Arizona, Colorado and now Missouri. After graduating from the Mitchell Area Vocational-Technical School in 1977, she began her long career in the administrative field for more than 25 years in every position from receptionist to Executive Assistant to the Senior Vice-President. As far as industries, she has been in the construction, financial, sales and now telecommunications industries. She loves this field because it is so diverse. Giving back to the Johnson County administrative professionals will be her focus for the remainder of her career.

Treasurer Ceci Cook:

Ceci began her administrative career in the St. Louis, MO area right out of high school working as an office assistant for American Family Insurance until she had her first child.

After that she worked as a "Girl Friday" in a small business with just her providing all the office support from answering phones to being a full-charge bookkeeper and everything in between. She then moved on to a shoe manufacturing company where she was the 'left hand' of the Controller and broadened her accounting skills. From there she has worked for attorney's, accounting firms, insurance agents and various companies in the health industry as an Executive/Personal Assistant and providing accounting duties in many.

She fulfilled a lifelong dream of becoming a nurse in her 40's and had a very fulfilling career as a Children's Psychiatric Nurse before coming back to the Executive Admin field.

She joined the International Association of Administrative Professionals in 2000 but was not an active member until she came to Kansas City in 2007 and joined the Johnson County Chapter.

Since Ceci became a member of the Johnson County Chapter she has been a member of several committees; has served as Nomination Committee Chair and Co-Chair; Education Seminar Chair; New Location Co-Chair; KDAM 2010 Co-Chair and is currently serving as Treasurer. In 2008, she was honored to be named Member of the Year for the Johnson County Chapter. In 2009, she was thrilled and privileged to be named Chapter Member of the Year for Kansas Division Professional Development.

Ceci is married and lives in Lenexa, Kansas with her husband, Rod, and their 'baby' Maggie. When not involved with IAAP, and hard at work at Garmin, Ceci spends time doing various crafts, is part of a monthly Bunko group, loves to read and travels across the state several times a month to visit her and her husband's family in the St. Charles/Belleville, IL. Ceci has two children (boy and girl) and one step daughter along with three (3) grandsons the oldest of which shares the same birthday as her.

Parliamentarian Bonnie Jameson CPS/CAP:

Bonnie began her administrative career while a high school senior where she was a member of the Office Education Association, attending administrative classes for four hours along with work experience received with JCPenney in their Regional Credit Office.

Upon graduation, Bonnie continued with JCPenney for the next thirty two years, staying through the sale of the division and creation of a new company known as Alliance Data Systems. Before leaving Alliance Data in December 2006, she worked in both Customer Service and Collections as Statistical Specialist and Administrative Assistant. Currently, Bonnie is Finance & Administrative Coordinator with the National Multiple Sclerosis Society Mid America Chapter.

Bonnie has been a member of IAAP since July 2005 and received her CPS (Certified Professional Secretary) in May 2006 and her CAP (Certified Administrative Professional) in November 2006.

She has served the Johnson County Chapter as Membership Chair, RTF chair, and is currently Parliamentarian. In 2007, she was honored to be named Member of the Year for the Johnson County Chapter.

Bonnie is single and lives in Kansas City, Kansas with her Papillon, Jazzie. When not involved with IAAP, Bonnie likes to spend time with her three Godchildren and their children (ages 5, 3, and 4 months) and served as Bridal Assistant for her youngest Goddaughter at her June 2009 wedding.

Invest in Your IAAP Membership

Have you thought lately about how valuable your IAAP membership is to you? Here's a list of benefits outlined by IAAP International Headquarters.

Continuing Education and Training via:

- ◆ Professional Education Conference
- ◆ Certification Conference
- ◆ OPTIONS Training Program
- ◆ Opportunity to Earn Continuing Education Units (CEU)
- ◆ Annual International Convention and Education Forum
- ◆ Online Education Courses
- ◆ Associate Degree Program
- ◆ Annual Meetings
- ◆ Chapter Meetings
- ◆ Website Resources www.iaap-hq.org
- ◆ *OfficePro*[®] Magazine
- ◆ *OfficePro*[®] Express e-newsletter
- ◆ *Connections* e-newsletter
- ◆ Booklets and Self-Study Courses

Professional Certification

- ◆ Certified Professional Secretary[®] Program
- ◆ Certified Administrative Professional[®] Program

Networking Levels:

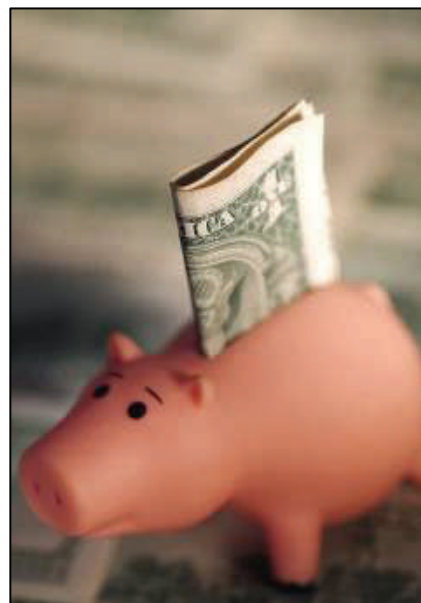
- ◆ International
- ◆ Division
- ◆ Chapter/Local

Recognition:

- ◆ Administrative Professionals Day[®] / Week[®]
- ◆ Recognition Plus Awards Program

Support:

- ◆ IAAP Vendors/Sponsors
- ◆ IAAP World Headquarters Staff
- ◆ International Board of Directors
- ◆ District Directors
- ◆ Division Officers
- ◆ Chapter Officers
- ◆ Peers



Just think of all the education you receive at the monthly chapter and quarterly division meetings, and the networking you obtain at these events – this is a wonderful investment in your future. Our chapter is committed to helping its members obtain their CPS and CAP designations by providing workshops and study groups. (To learn more about how a CPS and/or CAP designation can count towards a college degree program at JCCC, see page 11 of this newsletter.)

For only two, yes \$2.00 a week, you can save for your yearly dues – that's less than the cost of one large soda at a restaurant or one latte at the coffee shop! What are you going to do with your future? We hope you see that the investment in your IAAP membership is beneficial to your growth in your future. Won't you choose today to *invest in you*?

Mary Miller CPS

The Right Way to Take Time Off

Everyone needs a chance to escape the demands of the office, and there is no better time than summer. In fact, more than half of managers polled by our company said July and August are ideal for staff vacations.

Taking time off allows you to recharge your batteries and remain productive. Of course, many people find it challenging to step away from work. But avoiding at least occasional breaks can sap your motivation and lead to burnout.

The following tips can help you get away without work-related worries:

Make a plan. Request time off as far in advance as possible. The sooner you notify your manager about your intent to take a vacation, the better your chances of securing the dates you want.

Call for reinforcements. Identify coworkers who can keep projects moving while you are away. Also talk to your boss about designating a point person who can make decisions on your behalf on time-sensitive initiatives. Offer to return the favor when this person is out of the office.

Redirect calls and e-mails. Provide alternative contact information in your voice-mail and e-mail messages so that incoming requests can still be handled promptly. Also notify key contacts — both internal and external — in advance so they won't be caught off guard and know who can address their needs while you are away.

Lease it all behind. Regardless of whether you are staying in town or going away, you need to disconnect from the office. Unless your job demands it, avoid checking your e-mail and voice mail remotely. Also resist the temptation to bring projects with you.

Advance planning can make all the difference in minimizing pre-vacation stress levels. You'll find it easier to put your work concerns behind you and relax during your days off.

Article Provided By OfficeTeam.

OfficeTeam is the world's leading staffing service specializing in highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com.

Don't forget to bring a donation for the
Safe Home



and
TLC For Children and Families



to the meeting. next
Just think of the difference
we can make!

For a listing of acceptable donation items for **SAFEHOME** and **TLC For Children and Families**, please visit their websites at www.safehome-ks.org and www.kidstlc.org.

E-mail Mistakes That Make You Look Bad

by Kim Komando for Microsoft.com (article submitted by Johnson County IAAP Chapter Member Debbie Nash)

For more help on running a small business, check out the [Small Business Center](#).

I get an awful lot of e-mail. Sometimes, people are looking for help with their computers. Some of it is fan mail.

Other folks are mad about something I said or wrote. Add to this the barrage of press releases and an occasional blast from the past when a former classmate or ex-boss drops me a note.

After facing this tidal wave of electronic words for several years, as well as owning my own business, I've developed some strong opinions about e-mail and correspondents.

Here are eight easily avoidable mistakes you should know about to keep your image and inbox in tip-top shape.

1. Failing to follow e-mail etiquette

I believe in the old adage, "You catch more flies with honey than with vinegar." There's no point in belaboring the etiquette issue. We all know we should be polite. But here are a few points to consider:

- ◆ Don't write when you're angry. Wait 24 hours. Calm down. Be reasonable. Have someone else edit your e-mail.
- ◆ Don't use sarcasm. You may think you're clever, but the recipient will be put off.
- ◆ DON'T USE ALL UPPERCASE! That's the e-mail equivalent of yelling. Your recipient won't be appreciative. Go easy on the exclamation marks, too. Overuse dulls their effectiveness.
- ◆ Use clear subject lines. That will help people decide whether to read the e-mail now or later. We're all busy. Your correspondent will appreciate your thoughtfulness.
- ◆ Keep it short. If your e-mail is more than two paragraphs, maybe you should use the telephone.
- ◆ Change the subject line if you change the topic of a thread.
- ◆ Unless the recipient has previously agreed, don't forward poems, jokes, virus warnings and other things. You're just wasting valuable time and bandwidth.

2. Thinking you are anonymous

If you are sending nasty missives, you might think no one will be able to figure out that the e-mail came from you. After all, you set up a phony Web address. Think

again. E-mail contains invisible information about the sender.

That information is in the header. All major e-mail programs can display header information. Here's how:

- ◆ In Microsoft Outlook, double click the e-mail. Then click View > Options.
- ◆ In Microsoft Outlook Express, click the e-mail. Then click File > Properties and select the Details tab.
- ◆ In Eudora, double click the message. Then click the Blah Blah button.
- ◆ In Netscape, click the message to open it. Then click View > Message Source to display the header.

The sender's revealing information is in the sections that begin with "Received:." There may be several of these, depending on the number of computers the e-mail traversed. The originating computer is in the bottom "Received:."

That section will have an Internet Protocol (IP) number, such as 124.213.45.11. It can be traced on a number of Web sites. I use InterNIC (www.internic.net). The number is probably assigned to the sender's Internet service provider, rather than the sender. But the ISP will be able to identify the sender using that number. Remember the header if you're tempted to send an anonymous e-mail. You may be less anonymous than you think.

3. Sending e-mail to the wrong person

Today's e-mail programs want to make it easy to send e-mail. This means that when you start typing the address of a recipient to whom you have previously sent mail, the "To:" field may already be populated. Be careful. Always double-check the recipient is the intended one.

In addition, if you're writing something ugly about Joe Smith, you'll have Joe's name on your mind. Don't send it to him. I once knew an intern at a newspaper who did just that. He didn't like his supervisor and said so in graphic terms in an e-mail. Then he accidentally sent the e-mail to his supervisor. (The intern kept his position, but the atmosphere was cold, to say the least. And there was no job offer at summer's end.)

4. Using one e-mail address for everything

I have four different e-mail addresses: private, public,

Continued on next page

E-mail Mistakes That Make You Look Bad (cont.)

by Kim Komando for Microsoft.com

one I use for online mailing lists, and another for when I go shopping online. These addresses attract mail for those specific areas.

I can have as many as I want, because I host my own e-mail server. But if you are using an Internet service provider, you still can do this. Most providers will give you a half-dozen e-mail accounts. You can also use addresses on the Web for personal accounts. Both Hotmail and Yahoo! are good. You can reach those accounts from anywhere, assuming you have Web access.

5. Forgetting to check all of your e-mail accounts

Checking all these accounts can be a chore, especially from home. So I use ePrompter (www.eprompter.com), which can check 16 different password-protected accounts. Best of all, ePrompter is free. There are other programs that will do this for a fee, including Active Email Monitor (www.emailmon.com).

6. Clicking "Send" too fast

Reread every e-mail before you send it! I actually get e-mails from job applicants with misspellings and missing words. They all go to the same place: the garbage. This is a pet peeve. I'm not going to hire someone who is careless.

Even if you're not looking for a job, you want to be careful. People will judge you subconsciously on mistakes. No one is perfect. But you can catch 99% of these problems by rereading the text.

And don't depend on the spell-checker. It will catch misspellings. But if you use "four" instead of "for," or "your" for "you're," it won't tell you. It also is not likely to catch any missing words in a sentence that you inadvertently failed to include. So take a minute and reread your text. Don't look like an ignoramus.

7. Forgetting the attachment

This seems obvious, but I can't tell you how many times I've received an e-mail with a missing attachment. Since we all do it occasionally, it shouldn't be a huge deal. However, if you consistently make this mistake, people (perhaps important people) may think you're losing your marbles. They might even hesitate to do business with you in the future. When you get ready to send your e-mail, think: "What am I forgetting?"

8. Using your ISP's domain and not your own

Make your company look big. If you use a Web account

or an ISP's name for your business, you're not going to look professional. You can buy a domain name separately for \$20-\$30 per year from a company such as VeriSign (www.netsol.com), or as part of a package from a Web hosting and e-mail service such as that offered by Microsoft Small Business. Assuming someone else hasn't already grabbed it, you can have your company in the domain name.

Let's say you run The BoolaBoola Co. If you use an ISP's address, you would have something like JoeBoolaBoola@SomeISP.com. But if you buy your own domain name, it could be Joe@TheBoolaBoolaCo.com. That's much more likely to impress your customers.

E-mail is almost like talking. We use it so much that we don't really think about it. But there are rules and courtesies, just as there are with talking. And there are other considerations involved in communicating by written word only.

Giving them some additional thought could make your e-mail experience more satisfying and your recipients much happier.



The Office Guide to Going Green

Article by Avery, submitted by Johnson County IAAP chapter member, Susan Williamson

http://www.avery.com/avery/en_us/Projects-%26-Ideas/Ideas-for-Work/Filing-Organization-Storage/Articles/The-Office-Guide-to-Going-Green.htm?cmp_ID=email-apr2009-primOther_GreenOfficeGuide

Want to do more to help the environment? The workplace offers plenty of opportunities where you and your co-workers can make a difference. Here are some eco-tips on how to easily incorporate going green into your work day:

When you and your co-workers support each other and make the effort to go greener, doing your part to help the environment will soon become second nature. Share these tips at your workplace, and inspire those around you to make a positive change. Going green isn't just a passing trend, it can be a way of life.

8:00 AM	Think bright with energy-efficient lights. Consider switching those office lights you turn on in the morning to Energy Star®-qualified bulbs. These bulbs last up to 10 times longer and use about 75% less energy than regular light bulbs.
9:00 AM	Go green with supplies. Recycled copy paper, biodegradable pencils, and other earth-friendly office products can help your company make that commitment toward a more sustainable workplace. The Avery EcoFriendly line of labels which includes address labels, shipping labels, file folder labels and name badges, earned their name because both the label paper and package are recyclable as part of paper waste. Another eco-minded product is the Avery Recyclable Binder , made with 100% recycled chipboard. After use, the binder cover and rings can be separated and recycled. And with all our environmentally friendly line of products, you can trust in the same high quality you've come to rely on from Avery.
10:00 AM	Give paper cups a break. It's time for a coffee break—but back off from using that paper or Styrofoam™ cup for your daily intake of joe. Give the planet a break, too, by using reusable mug instead.
11:00 AM	Cut back on copies. The average U.S. office worker goes through 10,000 sheets of copy paper a year, according to the Sierra Club. Rather than printing out all those memos or presentation handouts, send out electronic copies or use recycled paper and double-side your printing
12:00 PM	Set up a recycling station. After having a nice lunch, do you throw your garbage away in a trash can? Make recycling a no-brainer by creating a recycling station .
1:00 PM	Ship with available resources. Reusing old boxes is an economical way to ship while cutting down on waste. With Avery EcoFriendly Shipping Labels customized with free Avery Templates , it's easy to keep up your green commitment and still give your packages a neat, professional appearance. And when you need some packing material, consider using shredded paper.
2:00 PM	Say “no” to junk mail. We spend an average of eight months of our lives dealing with junk mail, according to eco-cycle.org. To lighten the load, contact the Direct Marketing Association and register with their mail preference service so you can control the amount of direct mail you receive.
3:00 PM	Go eco-tripping. We have many options for going in to work, such as car- and van-pooling, telecommuting and teleconferencing. Now there are more options when traveling on business, too. Hybrid vehicle rentals, environmentally friendly hotels and “green” event planning options are just some of the eco-conscious choices available, reports Shivani Vora in the article “Business Travelers Go Green” on Forbes.com.
4:00 PM	Monitor your indoor environment. When the weather's cold, keep blinds open to capture as much warmth from the sun as you can, advises energystar.gov. On hot days, draw the blinds shut. Also make sure building vents aren't blocked and your computer has space around it so air can circulate and help you save energy.
5:00 PM	Good night, sleep tight. Don't let the electric bill bite. Before you pack it in for the day, make sure you shut down the equipment. Even during the day, it's a good idea to switch your computer, printer and other electronic equipment to a “power save” mode when not in use.

For recycle centers in the Kansas City area, visit www.recyclespot.org.

2009-2010 Member of the Year Criteria Guidelines

Attend Three Division Events	Points
Annual Meeting 2009, June 19 - 21 2009	20 Points
Leadership Bootcamp	15 Points
Fall Workshop	10 Points
Spring Workshop	10 Points
Chair A Committee	25 Points Per Committee
Actively Participated By Attending Chapter Meetings	Points
Executive Night - extra credit	10 Points
Add an additional 10 if your executive attended	10 Points
Attended 12 meetings	25 Points
Attended 10 meetings	15 Points
Attended 8 meetings	10 Points
Attended 6 meetings	5 Points
Attended less than 6	3 Points
Participated In JOCO Workshops/Training Events	20 Points Per Event
Participated In Fundraising Activities	5 Points Per Event
Participated On A Committee	10 Points Per Committee
Brought Guests To Meetings	5 Points For Each Different Guest Brought)
Community Service Opportunities	5 Points Per Participation - IAAP/Work Related
Extra Credit	50 Additional Points For Sponsoring a New Member

JULY BIRTHDAYS

Gloria Bowman – July 8
Susan Williamson – July 15
Janet Harp – July 18
Julie D. Lawrence CPS/CAP – July 20
Carol Zamaitis – July 20

JULY ANNIVERSARIES

Barbara L. Slagle CPS – July 1982
Cherie P Kennedy – July 2004
Bonnie Jameson CPS/CAP – July 2005

AUGUST BIRTHDAYS

Karen Herrington CAP – August 1
Celeste Kvetensky CPS – August 3
Terry L. Torello CPS – August 17
Michele Bohnen CPS – August 22

AUGUST ANNIVERSARIES

Julie D. Lawrence CPS/CAP – August 1997
Carol Zamaitis – August 2001
Maat Manyatta – August 2008

CERTIFICATION UPDATE (08/09 #4)

A publication for Chapter and Division Certification Chairs
(with courtesy copy sent to Chapter and Division Presidents and President-Elects)

Chapter and Division Certification Chairs, you have done an awesome job in this *Excellence in Action* year getting information out about the IAAP certification programs. Thank you for a **Great Job!!**

Certification Emblematic Merchandise

We are pleased to announce new certification emblematic merchandise is now available to purchase through the IAAP Bookstore. There are CPS, CAP, and CPS/CAP paperweights; CPS, CAP, and CPS/CAP desktop business card holders; and jeweled CPS and CAP pins (these do not replace the official pins provided by International when an individual attains the CPS or CAP rating).

*New candidates apply to take either the three-part CPS exam or the four-part CAP exam and must take all parts on their first attempt; CPS exam candidates will take three parts – CAP exam candidates will take four parts. **CAP candidates do not receive the CPS rating upon passing Parts 1-3 of the CAP exam.**

**Individuals with an active CPS rating may apply to take Part 4 only of the CAP exam.

New candidates will find the Certification Application Packet at <http://www.iaap-hq.org/prodev/certification/CertAppPacket.pdf>.

2009 Certification Conference

Registration for the 2009 Certification Conference, *Sharp Skills for Tough Times*, will open June 1 for those with an active CPS or CAP rating. Space permitting, regular registration for those not certified will open August 1.

Location:	Portland OR
Hotel:	Portland Marriott Downtown Waterfront
Room Rate:	\$189 single or double plus applicable taxes
Registration Fees:	Early Bird – June 1-July 31 (active CPS and CAP holders only) \$525 IAAP members / \$605 nonmembers
	Regular Registration – August 1-September 21 \$615 IAAP members / \$725 nonmembers

Watch for additional details and registration [here](#).

Recertification

Remember to share with CPS and CAP holders the changes to the recertification program effective January 1, 2009.

Categories from which to earn the required 90 points:

- Education – up to 90 hours; a minimum of 30 hours is required
- Experience – a maximum of 30 points
- Leadership – a maximum of 30 points
- Elective – a maximum of 30 points

Changes in accepting recertification packets and fees:

Effective January 1, 2009, those CPS and CAP holders who do not recertify by their time limit may have a 120-day grace period to submit their complete recertification paperwork. Those individuals will pay the initial \$75 recertification fee plus a \$100 late fee. All recertification points need to be earned within the original five year time limit, and if approved, recertification will be back-dated to that time. This new process is not retroactive.

To assist members and guests to attain these needed points, make sure to work with your program chairman to request recertification points for your chapter and division educational programs. The educational programs must be at least one-hour in length and must cover topics relevant to the exam outline; (business meetings are not eligible for recertification points).

Details on requesting recertification points for chapter and division educational programs can be found [here](#). Please submit the request to certification@iaap-hq.org at least two (2) weeks prior to the program. Programs cannot be approved after the fact. All program requests received at certification@iaap-hq.org are acknowledged within 24 hours (unless received on the weekend). If you do not receive that e-mail confirmation, please send a follow-up message.

CERTIFICATION CPS/CAP EXAMS

Future Exam Dates and Deadlines

Following are the dates and deadlines for future CPS and CAP exam administrations:

Exam Dates	Deadline Dates
Nov.6-7, 2009	Aug. 15, 2009
May 7-8, 2010	Feb. 15, 2010
Nov. 5-6, 2010	Aug. 15, 2010

EXAM FEES

Effective with the November 2009 exams

IAAP Members (no change in fees)

CPS Exam
\$50 processing fee
\$160 registration fee, all three parts *
\$60 registration fee, per retake part
CAP Exam
\$50 processing fee
\$210 registration fee, all four parts *
\$60 per retake part
\$120 Part 4 only (active CPS holders only) **

Non-Members (new fees)

CPS Exam
\$85 processing fee
\$250 registration fee, all three parts *
\$100 registration fee, per retake part
CAP Exam
\$85 processing fee
\$300 registration fee, all four parts *
\$100 per retake part
\$160 Part 4 only (active CPS holders only) **

More Certification Benefits for You....

FOLLOWING IS INFORMATION REGARDING THOSE ATTENDING OR THINKING OF ATTENDING JOHNSON COUNTY COMMUNITY COLLEGE FOR HIGHER EDUCATION. IF YOU HAVE RECEIVED YOUR CPS AND/OR CAP DESIGNATION, JCCC WILL GRANT CREDIT TOWARDS YOUR DEGREE DEPENDING ON WHICH DESIGNATION YOU HAVE.

JOHNSON COUNTY COMMUNITY COLLEGE

COLLEGE CREDIT FOR THE IAAP (International Association of Administrative Professionals) CPS (Certified Professional Secretary) and/or CAP (Certified Administrative Professional)

JCCC will grant 21 hours of non-traditional credit for the successful completion of the IAAP CPS and/or CAP examinations prior to 2004. To apply, please contact the Prior Learning Assessment advisor in Testing Services located on the third floor of the Student Center. Tel: 913-469-8500, Ext. 3538.

Certifications Taken Before 2004

Part I: Finance and Business Law

ACCT 111	Small Business Accounting	3 credit hours
LAW 121	Introduction to Law	3 credit hours
ECON 132	Survey of Economics	
or		
ECON 230	Economics I	3 credit hours

Part II: Office Systems and Administration

BUS 121	Introduction to Business	3 credit hours
BOT 130	Office Systems Concepts	3 credit hours

Part III: Management

BUS 140	Principles of Supervision	
or		
BUS 141	Principles of Management	3 credit hours
BUS 225	Human Relations	<u>3 credit hours</u>

TOTAL CREDIT HOURS **21 credit hours**

Certifications Taken in 2004 to Present Year

Exam Section: Office Administration

BOT 130	Office Systems Concepts	3 credit hours
BOT 150	Records Management	3 credit hours
BUS 150	Business Communications	3 credit hours

Exam Section: Management

BUS 140	Principles of Supervision	
or		
BUS 141	Principles of Management	3 credit hours
BUS 243	Human Resource Management	<u>3 credit hours</u>

TOTAL CREDIT HOURS **15 credit hours**

To qualify for these credits, you need to submit a copy of your IAAP CPS certificate and transcript showing grade results. The non-traditional credits will be recorded on your permanent transcript after you have completed 6 hours of credit course work in residence at JCCC. The cost for certificate evaluation is \$25 per credit hour. **Revised: May 2007**

CPS/CAP Study Group: Informal study group to prepare for CPS/CAP every Thursday evening at 5:30 p.m. held at Sprint.
For more information contact: Patty Steck patty.steck@sprint.com

July 2009	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16 CPS/CAP Study Group	17	18
	19	20	21 Chapter Board Meeting	22	23	24	25
	26 International EFAM	27 International EFAM	28 International EFAM	29 International EFAM	30 CPS/CAP Study Group	31	

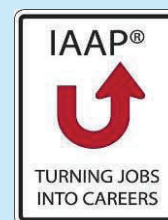
For questions or comments about the Analecta newsletter, or to submit an article for the next issue, contact Carol Zamaitis at carolz1955@yahoo.com.

IMPORTANT REMINDERS:

- ◆ **Renew Your IAAP Membership on time and avoid the \$15.00 late fee!**
- ◆ **Bring items for **SAFEHOME** and **TLC** to each meeting. If we all bring one item to each meeting, think of the difference we can make!**



IAAP International Events



- ◆ The 2009 International Convention and Education Forum will be held July 26-29 at the Minneapolis Convention Center, Minneapolis, Minnesota.
- ◆ The 2009 Certification Conference will be held at the Marriott Hotel, Portland, Oregon, October 18-21.

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