

April 8, 2011 Issue

Happy Administrative Professionals Week, April 24 to 30, 2011!

(Administrative Professionals Day is April 27. Both are registered trademarks of IAAP.)

This year's international theme is: Celebrate all Office Professionals.

From President Corina Osborne, CAP

As we prepare our annual reports for the Eastern Canada Division (ECD) Annual General Meeting (AGM) and your chapter AGMs, it is a great time to reflect on your accomplishments in the past year. Each of you has achieved great things, filled with passion & purpose! To those of you who are leaders in your chapter, my hat is off to you for your commitment to your fellow members. To all members, thank you for your continued membership and for helping to make IAAP a remarkable association! Although we all are very busy at times, and on occasion we may feel overwhelmed, know that you are making a difference in the professional development and fulfillment of others and you are gaining valuable experience yourself along the way. Be proud of who you are, the things you accomplish every day and your commitment to your administrative career!

Chapter Updates

Evangeline – will be holding their Admin Professionals Seminar on April 29.

Moncton – is very busy getting everything ready for our arrival at Canada Divisions Conference in May. If you have not registered, now is the time. You don't want to miss out on any of it! Here is the link – <http://www.iaap-moncton.org>

East Coast Admins - will be holding their regular monthly meeting on April 9. A representative from the Provincial Government will speak on Data Quality. The chapter is also busy preparing for AP day which will take place on April 27. Still tons of work to be done but registration is plugging along with over 50 participants registered for the event already. Several chapter members will be travelling to the Canada Divisions Conference in Moncton in May. This promises to be an exciting and education filled event for all.

Halifax-Dartmouth Chapter - is getting closer to their **Administrative Professional Day** seminar being held on April 28 in Halifax. This will be an opportunity to earn up to 6.5 recertification points. Denise Baker and Daphne Arsenault are doing a remarkable job planning this event, so if you are in the area, join them for this full day of education and networking. As well, seven of members have received their **Member of Excellence**. There is still time to submit your application and show your managers and peers your initiative and commitment to your profession. Kathy Colaiacovo, Social Media Consultant and owner of Time on Task Virtual Assistant Services, presented at April's general meeting; the topic was "Working virtually with Clients" (approved for 1 recertification point). As a bonus, Lisa Young, Chapter Website Chair, presented "IAAP Website Basics". Chapter meetings are not only educational and informative, but fun! Attend and see what we mean.

Certification

For those who are planning to write the CAP or Organizational Management exams in November 2011, Ruth Ross, ECD Certification Chair, has provided the following information as a guide. There are now several new certification publications available. All of these materials are on the main Web site under Certification > Certification Changes. The following links offer excellent suggestions on all you need to start preparing for the exams.

The Exam Guide: Certified Administrative Professional -

<http://www.iaap-hq.org/sites/default/files/pdf/certification/CAPEXamGuide.pdf>

The Exam Guide: Organizational Management specialty -

<http://www.iaap-hq.org/sites/default/files/pdf/certification/OMEXamGuide.pdf>

Application for the CAP exam and the Organizational Management specialty exam -

http://www.iaap-hq.org/sites/default/files/pdf/certification/CAP_OM_Application.pdf

Job Function & Employer's Statement for new CAP candidates -

<http://www.iaap-hq.org/sites/default/files/pdf/certification/JobFunctionEmployerStatement.pdf>

The Exam Guides include general information on the CAP rating and Organizational Management specialty exam, outlines for each exam, bibliography of college texts used to write the exams, tips on how to prepare for the exams, materials that may be used for a broad overview, and suggestions on how to start a study group.

These are exciting times for IAAP's certification program, and everyone is encouraged to raise their professional self-esteem by achieving these designations. If you have any questions, contact Ruth at ross.ruth@cavendishfarms.com. She'll be more than happy to assist.

Save the Date

May 5, 6, 7 – Certification Exam

May 12-15, 2011 – Canada District Conference CDC, Delta Beauséjour, Moncton, New Brunswick

July 24-27, 2011 – International Education Forum and Annual Meeting (EFAM), Montreal

EFAM

Here is the link to the Education Forum and Annual Meeting. It's time to register.

<http://www.iaap-hq.org/events/conferences/efam/brochure>

ECD Fund Raiser

Hurry hard! Sell those tickets – all for a good cause.

<p>NAME</p> <p>CHAPTER</p> <p>ADDRESS</p> <p>TELEPHONE</p> <p>IAAP – ECD 5” Sony e-Reader Draw</p>	<p>IAAP – EASTERN CANADA DIVISION</p> <p>GRAND PRIZE – 5” Sony e-Reader</p> <p>2nd Prize - \$150 Travel Voucher Package</p> <p>(compliments of Maritime Travel)</p> <p>To be drawn May 14, 2011 at CDC</p> <p>Proceeds to R&E Fund and RTF</p> <p>\$5 each / 3 for \$10</p> <p>NS Lottery No AGA-005049-10</p>
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