



# ECD e-Chat

*Eastern Canada Division*

*November 2011 issue*

## **Chapter Updates**

### **Moncton**

Membership drive held late September. Another one planned for early February 2012. Chapter well on track to receive Chapter of Excellence. Large attendance by students at October Membership meeting. First planning meeting for APD 2012 was held and more members are required to help out with this. Committee will be meeting monthly from now until April.

### **Evangeline**

October membership meeting offered recertification points. They have 2 new prospective members. 14 members were recognized by sending a letter of appreciation to their immediate supervisors on National Bosses' Day. Several notes of appreciation were received from those supervisors – excellent way of promoting IAAP!!

### **Halifax-Dartmouth Chapter**

Membership meeting attendance is up 10%. Instead of hosting a social event fundraiser, they are looking at hosting a public workshop. Chapter is looking at special fundraisers.

### **East Coast Admins**

East Coast Admins Chapter, IAAP will be hosting a networking dinner and webinar on November 14 at Smitty's Restaurant. "Take This Job and Love It", a unique educational opportunity for our members and friends will be presented by Sheila Kelly, BA, CPCC, Founder of Aegis Coaching Services.

## **ECD Fund Raiser**

A reminder to have the funds and ticket stubs into Bonnie Smith (Evangeline Chapter) by December 1st for the early bird draw. If ALL tickets are sold by then, we will do all draws on December 1st.

## ***Certification News:***

### **Changes to the IAAP Certification Program**

***Effective November 2011***



#### **One Rating**

IAAP has moved from a two rating system to a one rating system, with areas of specialty. The one rating is our Certified Administrative Professional, or CAP. We are also offering specialties, starting with Organizational Management, which will be followed by others in the future.

**Effective this week**, all active CPS ratings will be changed to CAP, and all active CAP ratings will be changed to CAP with the Organizational Management specialty, CAP-OM. You don't need to do anything to your IAAP record; we will be making the changes automatically.

Active ratings include individuals who have recertified as required every five years. In the case of CPS holders who certified prior to January 1988, your rating is considered active and will be changed. Your certification status has nothing to do with your status as an active member of IAAP.

For candidates who tested in November 2011, any appropriate changes to your records will be made automatically after exam results are available in December.

#### **Recertification**

All CAP holders are required to recertify. This is based on the date of your initial rating, or when you last recertified. Passing the Organizational Management exam does not change your recertification date, as this is a specialty exam and not a certification.

These changes do not impact your recertification deadline. Those who previously held a CPS rating will need to recertify five years after they either attained their rating or last recertified.

Those who had both the CPS and CAP rating will be expected to recertify five years after they attained or recertified their CAP.

### **Proper Usage**

Examples of the only proper usage of the CAP rating and Organizational Management specialty are:

- Pat Masters, CAP
- Susan Jones, CAP-OM

Replacement certificates are available, if you choose to purchase one. The cost is \$15 per certificate. CAP plaques are also available. The cost is \$40 if mailed to a US address, or \$45 if mailed to a Canadian address. For those living outside the U.S. and Canada, add an additional \$25 for air mail, or an additional \$80 for courier service.

**To order a replacement certificate or plaque, please visit the Certification section of HQ's Website or contact via email to: [certification@iaap-hq.org](mailto:certification@iaap-hq.org)**

### ***Save the Date***

#### Canada Divisions' Conference (CDC)

June 6-9, 2012 - Kitchener, Ontario  
(Grand River Chapter hosting)

#### Education Forum and Annual Meetings (EFAM)

July 22-25, 2012 - Grapevine, Texas  
July 28-31, 2013 - Anaheim, California