



**2004 International Convention  
and Education Forum**

**REQUEST FOR  
CPS®/CAP® RECERTIFICATION POINTS**

The International Association of Administrative Professionals offers you the opportunity to receive Recertification Points for your participation in IAAP's 2004 International Convention and Education Forum. To receive Recertification Points, complete this form and sign the statement attesting to the correctness of the reported attendance.

<b>Please Type or Print</b>	
Name _____	IAAP ID# _____
Address _____	Date(s) Certified _____ / _____
_____	CPS CAP
_____	Country _____
City _____ State/Prov _____	Zip/PC _____
E-Mail _____	
Bus Telephone # ( ) _____ Fax # ( ) _____	

**Please keep this form in your files until you are ready to submit your completed recertification application to the IAAP Certification Department.**

As a certified professional, I hereby attest that I have attended (in its entirety) each of the educational programs noted on the reverse side of this form.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: The CEU Certificate received at the 2004 International Convention and Education Forum may not be used for Recertification Points.**

**For additional recertification information, visit [www.iaap-hq.org](http://www.iaap-hq.org), Professional Certification.**

**Only those sessions listed below are  
approved for CPS and/or CAP Recertification Points.**

### **Saturday, July 31, 2004**

**8:30–11:45 am** (3 CPS/CAP Recertification Points)

- 100 Think It, Say It, Achieve It!
- 101 The Secret Assault of Verbal Abuse: Its Consequences and Prevention
- 102 Getting to Peak Performance Through Collaboration and Cooperation

**1:15–4:30 pm** (3 CPS/CAP Recertification Points)

- 120 Release It and Let It Go!
- 121 Is Someone Trying to Control You? Take an Up-Close and Personal Look at Controlling People
- 122 The How-To's of Win-Win Negotiation

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### **Monday, August 2, 2004**

- Keynote: (1 CPS/CAP Recertification Point)  
The Eyes Have It...Life Is How You View It and Pursue It

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### **Tuesday, August 3, 2004**

**1:00–3:00 pm** (2 CPS/CAP Recertification Points)

- 400 When E-mail Loses its Charm: Team Collaboration without Clogging Your Inbox
- 401 Redesign Your Chapter: Developing the Plan and Getting the Members◆
- 402 Step Right Up—You are a Leader
- 404 Becoming Healthy Wealthy and Wise... 10 Strategies to Help You Retire in Style!◆
- 405 Robert's Rules, Chapter Meetings, and You!◆
- 406 Career CPR
- 407 How to Leave the Rescue Role Behind: Identifying Negative Patterns

**3:30–4:30 pm** (1 CPS/CAP Recertification Point)

- 420 Creating and Using PDF Documents
- 421 Seminar Savvy: Secrets to Selecting a Speaker and Negotiating for Your Best Seminar Ever!◆
- 422 Inside *OfficePRO*®
- 424 Get the Most Out of Life◆
- 426 Roadmap to Success: How Lessons Learned During the Downtown Can Put Your Career on the Fast Track
- 427 The Five Steps of Taking Charge of Your Life

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### **Wednesday, August 4, 2004**

**8:00–11:15 am** (3 CPS/CAP Recertification Points)

- 500 PowerPoint without Bullets
- 501 Secrets of a Professional Mediator
- 502 Leadership for Generational Success
- 503 Executive and Admin Partnerships

◆Sessions approved in the Elective Category

(Seminars not listed were not applicable to CPS and/or CAP Recertification Points.)

### **Wednesday, August 4, 2004**

**8:00–9:00 am** (1 CPS/CAP Recertification Point)

- 520 Eliminating Power Struggles and Prosperity Blockers
- 521 Taking Care of Yourself: If You Don't, Who Will?◆
- 522 How to Market IAAP: Publicity 101◆
- 523 Purchasing: The New Skill Admins Bring to the Office◆

**9:30–10:30 am** (1 CPS/CAP Recertification Point)

- 530 The Power of Impromptu
- 531 Dynamic Handouts Can Drive Success for Your Company and You◆
- 532R Street Smarts: A Short Course in Crime Prevention and Safety Awareness◆

**11:00 am–12:00 noon** (1 CPS/CAP Recertification Point)

- 540 Positioning by Introduction
- 541 Using PowerPoint to Make Your Meeting Notices "POP"
- 542R Street Smarts: A Short Course in Crime Prevention and Safety Awareness◆

**1:30–3:30 pm** (2 CPS/CAP Recertification Points)

- 550 What's New in Office 2003
- 551 Now to Mediate Differences in Your Personal Relationships
- 552 Manage Things.....Coach People! Harnessing Your Intuitive and Emotional Intelligences for Extraordinary Results
- 553 Hidden Potential? Where is the Real You?

**1:30–2:30 pm** (1 CPS/CAP Recertification Point)

- 560 Avery Photo ID System◆
- 561 Basics of Investing: An Important Education!◆
- 562R Street Smarts: A Short Course in Crime Prevention and Safety Awareness◆

**3:00–4:00 pm** (1 CPS/CAP Recertification Point)

- 570 Avery Business Solutions for Greater Productivity◆
- 571 How is the Time to Take Charge of Your Financial Future  
Investing for Your Retirement Years: Why, What, How, and When◆
- 572 Getting the Dollars: The Next Step in Redesigning Your Chapter◆
- 573 Moving from Administration to Management

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### **Thursday, August 5, 2004**

**8:30–11:45 noon** (3 CPS/CAP Recertification Points)

- 600 Sidetrips on the Highway of Life◆

**8:30–11:30 noon** (1 CPS/CAP Recertification Point)

- 601 The Leader's Edge: Leveraging Change, Innovation and Renewal (A Check-Up from the Neck-Up)◆