



## 2005 Certification Seminar

# 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 2005 Certification Seminar. 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 \_\_\_\_\_

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

**2005 Certification Seminar**

**CPS®/CAP® RECERTIFICATION POINTS**

**Monday, October 17 through Wednesday, October 19, 2005**

Attended every session in its entirety (14 CPS/CAP Recertification Points)

**OR Indicate only those sessions attended in their entirety**

**Monday, October 17, 2005**

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

Conquering Clutter: A Professional's Guide to Battling Organizational Bad Habits

**12:30–3:45 pm** (3 CPS/CAP Recertification Points)

Streamlining Chaos – Mainlining Productivity

**Tuesday, October 18, 2005**

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

Understanding and Respecting Generational Diversity

**12:30–3:45 pm** (3 CPS/CAP Recertification Points)

Valuing Diversity in the Workplace

**Wednesday, October 19, 2005**

**9:00–11:00 am** (2 CPS/CAP Recertification Point)

The Right Thing