



2006 Certification Conference

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

The International Association of Administrative Professionals offers active CPS and CAP holders the opportunity to receive Recertification Points for participation in IAAP's 2006 Certification Conference. To receive Recertification Points, complete this form and sign the statement attesting to the correctness of the reported attendance.

Please Type or Print	
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 2006 Certification Conference may not be used for Recertification Points.

For additional recertification information, visit www.iaap-hq.org, Professional Certification, or contact the Certification Department at certification@iaap-hq.org.

2006 Certification Conference

CPS®/CAP® RECERTIFICATION POINTS

Monday, October 16 through Wednesday, October 18, 2006

Attended every session in its entirety (14 Recertification Points)

OR Indicate only those sessions attended in their entirety

Sunday, October 15, 2006

11:00 am–12:00 noon (1 Elective Recertification Point)

Introduction to Certification

Monday, October 16, 2006

8:00–11:15 am (3 Recertification Points)

Critical Thinking: Decision-Making and Coaching Skills for More Effective Project Management

12:30–3:45 pm (3 Recertification Points)

Group Problem-Solving, Collaboration and Conflict Management Techniques for More Effective Project Management

Tuesday, October 17 2006

8:00–11:15 am (3 Recertification Points)

Professional Protocol: The Guide to Projecting the Proper Image

12:30–3:45 pm (3 Recertification Points)

Best Practices for Administrative Professionals

Wednesday, October 18, 2006

9:00–11:00 am (2 Recertification Point)

Become the Complete Administrative Package