



**2006 International Convention
and Education Forum
Reno, Nevada**

**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 2006 International Convention and Education Forum. 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 International Convention and Education Forum may not be used for Recertification Points.

For additional recertification information, visit www.iaap-hq.org, Professional Certification.

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

Tuesday, August 8, 2006

- Keynote: (1 CPS/CAP Recertification Point)
The Art of Vision◆

Wednesday, August 9, 2006

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

- 400 A Fistful of Functions (Microsoft Excel)
- 401 Slaying the Monsters: A Guide to Creating What You Want Personally & Professionally◆
- 402 Making it Click: Successful Relationships Between Managers and Administrative Professionals
- 403 Successful Negotiations— *Definitely Not*: I Want— What I Want— When I Want It
- 404 First Look: Microsoft Office 12
- 405 Achieving Star Status— and Earning Your Rightful Place on the Executive Team
- 406 Admins Wearing the Training Hat
- 407R Don't Become a Statistic: Protect Yourself Against Crime◆

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

- 420 For a Few Functions More (Microsoft Excel)
- 421 Perfecting Your Plan to Produce Smooth and Successful Seminars◆
- 422 Take Charge of Training for the Administrative Professionals in Your Organization!◆
- 423 The "Gotchas" of Equipment Leasing: Are We Really Stuck in This Lease?
- 424 Chapters Creating Excellence◆
- 425 Administrative Excellence: 6 Must-Have Skills for Today's Inner Circle Assistants
- 426 What's Your Next Move? Tips to Help You Plan Your Career and Succeed in Today's Workforce!

Friday, August 11, 2006

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

- 600 The Fine Art of Small Talk◆

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

- 601 Moving From Chaos to Connectivity

◆Sessions approved in the Elective Category

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

Thursday, August 10, 2006

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

- 500 Outlook E-mail: The Good, the Bad, and the Ugly
- 501 What Gen Xers Want at Work
- 502 Taking Your Heart to Work in a Heartless Workplace
- 503 Building Budgeting Skills for Admins◆
- 504 Creative Marketing Techniques to Train Your Brain

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

- 520R Managing Your Boss: Becoming a Productive, Efficient Assistant
- 521 On a Personal Note... Writing Great Personal Notes for Business and Pleasure◆
- 522R The Virtual Assistant: Live in Your Dream Location and Make the "Big Bucks"◆

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

- 530 Concentrating on Your Work: How to Maintain Your Focus in Distracting Environments
- 531 Surefire Strategies for Producing Profitable Seminars◆
- 532 The ABCs of RFPs

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

- 540 Surviving Information Overload: Processing E-Mail, Paper, and Information
- 541 The Art of Minute Taking
- 542R The Virtual Assistant: Live in Your Dream Location and Make the "Big Bucks"◆

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

- 550 Cool New Software for 2006
- 551 Quantum Skills for Thriving in the 21st Century
- 552 From Admin to Internal Consultant
- 553R Don't Become a Statistic: Protect Yourself Against Crime◆
- 554 How to Lead an Effective Meeting

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

- 560R Managing Your Boss: Becoming a Productive, Efficient Assistant
- 561 Tips & Tricks for Effortless Collaboration with Windows SharePoint Services and Microsoft Office System 2003
- 562R Avery Software & Formatting Solutions

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

- 570 Project Management for the Rest of Us
- 571 Microsoft Office System: Take Note!— Tips & Tricks for Microsoft Office OneNote
- 572R Avery Software & Formatting Solutions