



**2008 International Convention  
and Education Forum  
New Orleans, LA**

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

The International Association of Administrative Professionals offers you the opportunity to receive Recertification Points for your participation in IAAP's 2008 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 2008 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 26, 2008**

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

- 100 Excel Analysis—PivotTables
- 101 Business Writing For The Way You Write Today
- 102 Effective Leadership: Mastering The Essential Skills To Lead With Confidence And Purpose

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

- 120 Collaboration With SharePoint 3.0
- 121 Grammar And Proofreading: A Crash Course For Busy Admins
- 122 Creating A Road Map For Success On The Pathway Of Leadership Excellence

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**Monday, July 28, 2008**

- Keynote: (1 Recertification Point)  
Kick-It-Up-A-Notch
- Leadership Luncheon (1 Recertification Point)  
Cruisin' Through Life™ At 35 MPH

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**Tuesday, July 29, 2008**

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

- 400 Making, Managing, Enhancing And Using Digital Images
- 401 The World Is Dangerous—Protect Yourself◆
- 402 No Boundaries: Crossing Borders With Grace And Humor
- 403 Fundamentals Of Successful Marketing And Strategies For Increasing Business On The Web
- 404 Forward Moving: Keys To Membership Recruitment And Retention◆
- 405 Hot To Be A Jehu: Working With Your Records Department To Reduce Risk
- 406 Insider Tips And Tricks In Planning A Meeting
- 407 Business Etiquette: The Little Things That Make The Difference

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

- 420 Cool New Software 2008
- 421 How To Manage Change In An Evolving Workplace
- 422 The Mindset Of Multi-Culturalism: The Diverse, Bigger Picture
- 423 Writing Compelling And Results-Oriented Copy For The Web
- 424 Learn How To Get Organized And Go From To Do... To Done
- 427 The Virtual Office: What Happened To The 9–5 Job◆

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**Thursday, July 31, 2008**

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

- 600 Laughter Matters: Reducing Stress Through Humor◆

**8:30–11:45 am** (1 Recertification Point)

- 601 Leadership Responses To Moving The Furniture

6-08/MP/2M/080-5280-08

**Wednesday, July 30, 2008**

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

- 500 Microsoft Office 2007 Overview
- 501 Talking Like A Leader: The Language Of Leadership
- 502 Stabotage®! Dealing With The Pit Bulls, Snakes, Scorpions And Slugs In The Workplace
- 503 Electronic Business Communications Risks, Rules And Regulations: From E-Mail And Instant Messaging To Social Networking And Texting—Risks And Rules, Policies And Procedures To Help Keep You Employed And Your Company Out Of Court

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

- 520 Workplace Violence—Everybody's Concern◆
- 521 How To Deliver Bad News Without Creating Negative Repercussions
- 522 Working At The Speed Of Tomorrow: What The Accelerating Pace Of Change Means For Administrative Professionals

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

- 531 Making Your Message Memorable: Effectively Communicating Through Stories
- 532 There's No Such Thing As Multi-Peopling®!

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

- 540 Mentorship And Training: The Cornerstones Of Professional Growth
- 541 We Need To Change. You Go First.
- 542 Organization Development: Seeing The Forest And The Trees!

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

- 550 Excel Tips And Tricks
- 551 Forgiveness As A Business Strategy
- 552 Creating Confidence Out Of Chaos
- 553 Disaster Recovery: Lessons From Katrina

**1:30–2:30 pm** (1 Recertification Point)

- 560 Avery Software And Formatting Solutions
- 561 Understanding What Your Customer Really Wants
- 562 Blog Rules: Best Practices To Help Manage Employee Use And Control Organizational Risks

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

- 570 Get Organized!
- 571 Mental Aerobics: Strengthening Your Memory◆
- 572 E-Mail Management: How To Keep Your E-Mail Inbox Uncluttered And Under Control

◆Session approved in the Elective Category

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