

Are you an administrative professional? We are the International Association of Administrative Professionals®.

An administrative professional is an individual who possesses a mastery of office skills, demonstrates the ability to assume responsibility without direct supervision, exercises initiative and judgement, and makes decisions within the scope of assigned authority.

Does this sound like you? Then join us! Many of your colleagues, representing over 50 businesses, universities, and not-for-profit organizations in the Lehigh Valley are reaping the benefits of IAAP® membership through the Lehigh Valley Chapter. You and your company should have the IAAP advantage, too.

Want to learn more about IAAP? Contact us via telephone, e-mail, or the attached form.

Membership in the Lehigh Valley Chapter will bring you opportunities for personal development, leadership, continuing education, and networking with other professionals who share your interests.

Founded in 1942, under the name of National Secretaries Association, with just six chapters, we have grown to over 700 chapters in 45 countries. In 1980, the organization revised its name to Professional Secretaries International® (PSI®) to more accurately reflect the expanding roles of our members. Then in August 1998, the name became International Association of Administrative Professionals (IAAP). This most recent change incorporates the variety of changes office professionals have experienced relative to their job requirements, responsibilities and job classifications (or titles).

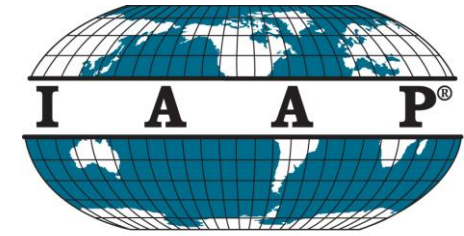
Membership in the Lehigh Valley Chapter

The Lehigh Valley Chapter of IAAP meets monthly, September through June, on the fourth Monday of the month at the Four Points Sheraton, 3400 Airport Road, Allentown. Dinner, which is optional, begins at 6 p.m. An educational program, geared toward keeping current with advancements in the administrative profession, is offered at 7 p.m. Our chapter offers periodic seminars and an annual banquet in celebration of APW® (Administrative Professionals Week®) in April.

PLACE
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HERE

International Association of Administrative Professionals
IAAP Lehigh Valley Chapter
ATTN: Carol A. Ziegler, CAP-OM
2631 Arch St. S.W.
Allentown PA 18103

Lehigh Valley Chapter



International Association of
Administrative Professionals®
Lehigh Valley Chapter

Vision – To inspire office professionals to strive for and attain excellence.

Mission – To enhance Lehigh Valley Chapter office professionals' individual and collective value, image, competence, and influence as full business partners in the workplace.

Purpose – To provide education and set the standards of excellence recognized by the business community.

International Website
<http://www.iaap-hq.org/>
Lehigh Valley Website
<http://iaapplehighvalley.org/>

Have you heard of the Certified Administrative Professional® (CAP®) and Organizational Management (OM) ratings?

The CAP rating is the industry-recognized mark of excellence. It indicates to employers and colleagues the desire to succeed in a career, which is why more and more employers are choosing to recognize the rating.

To attain the CAP rating, a candidate must meet certain educational and work experience requirements and pass the 4½ hour examination, which is administered twice a year, in May and. Many schools offer college credit for achieving the CAP rating. Areas tested include communication, organization and planning, information distribution, records management, physical and information resources, document production, financial functions, and human resources.

The **Organizational Management (OM)** rating covers an expanded scope of administrative skill and knowledge. The Organizational Management specialty designation builds on the existing CAP rating and includes sections on organizational planning, advanced communications, advanced administration, and team skills, and is a 3½ hour exam. IAAP's Institute for Certification oversees and administers the CAP and CAP-OM programs.

Membership in IAAP is not a requirement for achieving the CAP/CAP-OM ratings, nor is the CAP/CAP-OM rating a requirement for membership in IAAP.

Annual Membership Dues

\$113.00 – Professional
\$ 58.00 – Full-time College Student
\$180.00 – Associate
There is a one time processing fee of \$15.

For particulars, contact:
Carol A. Ziegler, CAP-OM
610-791-5496
czieg01@verizon.net

I'm interested in learning more about IAAP.
Please send information to:

Employer: _____

Daytime Phone # _____

E-mail (W) _____

Evening Phone # _____

e-mail (H) _____

Preferred type of contact