



International Association of Administrative Professionals®

Lehigh Valley Chapter
50 Years of excellence
1957-2007

**International Association of
Administrative Professionals®**

DATE: Monday, February 27, 2012
TIME: 5:30 p.m. Networking
6:00 p.m. Dinner
7:00 p.m. Program

LOCATION: Four Points by Sheraton
Allentown Jetport
3400 Airport Road
Allentown PA 18103

Menu:

- ★ Tomato Mozzarella Salad, Chicken Parmesan over Penne Pasta, Asparagus
- ★ Entrée includes, iced tea/coffee/tea, dessert (New York Cheesecake)

Program:

KICK IT UP A NOTCH! (YOUR CAREER, THAT IS)

Want to take your administrative career to the next level? Reaffirm to your employer how valuable a member you are to the team? IAAP certification can help you do just that! But are you mystified by the process and requirements of professional certification? Join us as we delve into the subject of the new IAAP CAP Certification, the benefits, how to achieve it (with a little help from your IAAP colleagues!), and at the same time have some fun while learning more about this important step in expanding your personal and professional life.

Discover more about how you can do something for yourself and your career! The Certified Admistrative Professional rating is the industry recognized standard of proficiency.

Remember, guests are always welcome!

Reservations may be made on-line (www.iaapplehighvalley.org) or via the form below
Reservation/Cancellation Deadline: Thursday, February 23, 2012
Contact Lynn Nocera 610.868.5020 LNOCERA@RCN.COM

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Reservation Form: February 27, 2012

Name: _____ Company: _____
 Telephone: _____ Email: _____
 Guest Name: _____ Company: _____
 Telephone: _____ Email: _____

- Attend dinner and program (IAAP Member \$20; Non-member \$25)
- Attend program only (IAAP Member \$5; Non-member \$10)
- Check enclosed in the amount of \$ _____ Receipt requested

Checks payable to: IAAP Lehigh Valley Chapter. Mail reservation form and check to:
Lynn A. Nocera, 3451 Fox Drive, Bethlehem, PA 18017