

**International Association of
Administrative Professionals
Citrus Valley Chapter**

Today, more than ever a successful office career demands a broad range of skills. Our association provides members with the education and training needed to adapt and grow in an ever-changing workplace. Benefits of membership include:

- **Collaboration & Networking Opportunities**
- **Leadership Training via Board Participation**
- **Meeting Planning Skills Development**
- **Public Speaking Skills Enhancement**
- **Recertification Credit**
- **Technology Updates**
- **Time Management Skills Training**

Core Values & Competencies

Integrity ▶ Encouragement
Leadership ▶ Loyalty ▶ Pride
Professionalism ▶ Relevance
▶ Connection with Others



Mission Statement

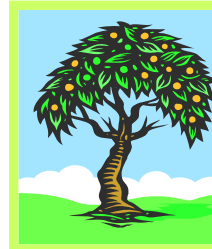
The Citrus Valley Chapter (CVC) can boast the established milestone of 52 years. Originated in 1955 as the Pomona Valley Chapter, the CVC is committed to providing administrative professionals with quality opportunities for being an acknowledged, recognized leader within their administrative profession and to enhance their individual and collective value, image, competence and influence. CVC invites all administrative professionals to attend our meetings; a concentration of our membership is located in the East San Gabriel Valley, North Orange County and portions of the Inland Empire area.

Purpose

This is accomplished by offering relevant education programs, networking resources and opportunities for leadership development through member involvement in chapter activities.

Objectives

To elevate the standards of all administrative professionals to promote their working relationships with management through continuing education, authorized programs and publications.



**Citrus
Valley
IAAP**

We are administrative professionals from all areas of business who gather regularly to network and gain valuable work experience for development to enhance our careers...

**Meetings are held the fourth
Wednesday of each month
Networking at 6:00 pm
Dinner at 6:30 pm
@ Marie Callendar's Restaurant
1560 Albatross Road
City of Industry**

Information

Dawn McCollum CAP
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Peggy Wall
Membership Chair
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www.iaap-citrusvalley.org

History & Structure

The International Association of Administrative Professionals® (IAAP®) was founded in 1942 as the National Secretaries Association to provide network and educational resources for secretarial staff.

The purpose is just as relevant today. In 1951 IAAP established the Certified Professional Secretary (CPS) program to recognize the standards of excellence in the profession. Citrus Valley Chapter was founded in 1955. In 2001 IAAP introduced an additional advanced certification the Certified Administrative Professional (CAP).

The Association recognizes a total of nearly 28,000 members and affiliates, nearly 600 chapters, and 36 regional divisions. They are international in scope with members and chapters representing 66 countries. IAAP is a non-profit 501(c) organization.

They are governed by a 12 member International Board of Directors elected annually by delegates at their International Convention and Education Forum.

IAAP owns and operates its headquarters located in Kansas City, Missouri. It is not a union organization, rather *we work in partnership with employers to promote excellence and lifelong learning experiences.*



Certification Information

Certified Professional Secretary (CPS)

The CPS examination contains three parts and is administered over a one day period. It is made up of the following categories:

Part 1: Finance & Business Law 30%; Economics 35%; Accounting 35%. This part has 135 questions.

Part 2: Office Systems & Administration 50%; Office Technology 25%; Office Administration and Business Communications 25%. This part has 165 questions.

Part 3: Organization & Management 36%; Behavior Science in Business 19%; Human Resource Management 45%. This part has 165 questions.

Certified Administrative Professional (CAP)

Examination candidates choosing to obtain the CAP certification must take an additional part of the examination besides those discussed in the above-section. This portion of the exam is administered over a 3 1/2 hour time period. It is given the day before the CPS exam.

Part 4 of the exam includes questions related to Organizational Planning, Team Skills, Strategic Planning; and Advanced Administration. There are 150 scenario based examples for the test candidate to respond to.

For application or more information please visit.

<http://www.iaap-hq.org/Cert/CertAppPacket.pdf>

Membership Benefits

For You:

- *Local and international network of colleagues, trainers and subject matter experts.
- *Award winning *OfficePro* magazine, containing information on new technologies, career development, productivity tips and more.
- *Conferences—annual events with a wide array of relevant hands on training.
- *Discounts on personal and professional development resources and tools.
- *Professional Certification opportunity. Service and support from the International Headquarters.
- *Exposure to other professionals to help expand your interpersonal skills.
- *Leadership opportunities through chapter participation as you move into elected or appointed board positions.
- *Access to information on the latest trends and research for the administration profession.
- *Supports the concept of excellence and continuous improvement—**more than just talk!**

For Employer:

- *Members receive tools & knowledge necessary to become more effective contributors to your organization.
- *Save time & money when seeking ideas and expertise for a specific project.
- *Members receive leadership training and experience that builds their confidence and their ability to influence others.
- *IAAP Members are better-prepared front-line “ambassadors” for their employers.
- *Members experience professionalism first-hand and aspire to greater professional heights.
- *Helps in recruiting new admins and retaining current workers... and **MORE**

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