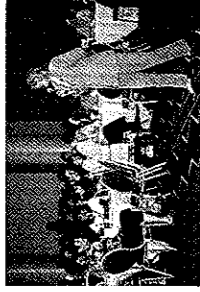


# Benefits of Membership in IAAP

## Professional Education

IAAP's annual conferences and seminars are your pathway to administrative excellence. The International Convention and Education Forum offers a wide array of educational workshops and international networking. A Professional Education Conference offers world-renowned presenters and hands-on workplace training. The annual Certification Seminar (for CPS and CAP holders and candidates) offers the opportunity for attendees to continue their education and interface with colleagues. IAAP chapters and divisions also hold regional educational events and activities at various times during the year. Attending these events gives you practical, in-depth knowledge to increase your productivity on the job.



## Professional Certification

IAAP is recognized as providing the highest professional certification for administrative professionals. IAAP offers the Certified Professional Secretary® (CPS®) and the Certified Administrative Professional® (CAP®) ratings. Benefits of these certifications include: advanced professional skills; competitive advantage for promotion and job hiring; potential for salary increase or bonus; possible college credit; and the chance to attend a seminar offering advanced professional education. Although recommended, certification is not a requirement of IAAP membership.

## OfficePRO® Magazine OfficePRO Express E-Newsletter



IAAP's award-winning *OfficePRO* magazine, published eight times per year, contains a wealth of information on trends in office administration, new technology, career development, office product reviews, and "news you can use." *OfficePRO* keeps readers up-to-date on a wide variety of workplace issues and shows you how to perform your job better, faster, and more effectively. Members also receive *OfficePRO Express*, a bi-monthly e-newsletter delivered to their desktop filled with information and Web links.

## Personal and Professional Development Resources

Members can work toward an online Associate of Arts-Administrative Assistant degree from Madison Area Technical College and get credit for certifications and life experiences or enroll in online courses covering technology, business, and professional skills. Members also receive exclusive discounts on books and self-study courses, and even a 12-module OPTIONS program for four skill levels, many providing the Continuing Education Unit (CEU) and recertification points. IAAP's *Complete Office Handbook, Third Edition*, is considered to be the essential reference guide for today's office.



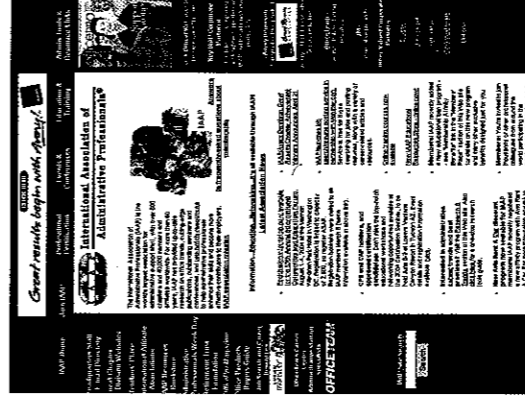
## Local and International Networking Opportunities

Communicating with a worldwide network of peers, trainers, and managers gives members essential insights into changes within the profession and key business trends. IAAP members can be found in large Fortune 500 companies and thousands of mid- and small-sized businesses. IAAP also has members and affiliates in 63 countries throughout the world. The association's Web site also allows for extensive online international networking and information exchange.



## IAAP World-Class Web Site

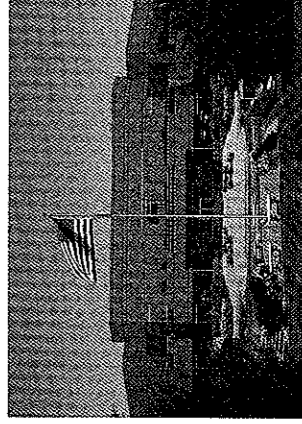
With membership in IAAP, you gain access to all areas of IAAP's Web site. The Web site, [www.iaap-hq.org](http://www.iaap-hq.org), is a clearinghouse for the latest research findings, association happenings, job opportunities, newest products and resources, IAAP event information, exclusive member bulletin board, and more.



## Affinity Programs and Services

IAAP members can take advantage of numerous affinity programs and special discounts including health and auto insurance, retirement planning, an IAAP credit card, travel agency service, car rental, and more. IAAP also owns and operates its own retirement center for administrative professionals in Rio Rancho, New Mexico.

## Service and Support from IAAP Headquarters



IAAP Headquarters located in Kansas City, Missouri is *Resource Central* for the administrative profession. A full-time staff is available to assist you with member services, education and professional development programs for the

for materials, and to provide additional programs for the administrative professional.

## Who Qualifies For Membership?

- Administrative Assistants
- Secretaries/Executive Secretaries
- Office Administrators and Managers
- Receptionists
- Administrative Coordinators
- Executive Assistants
- Information Coordinators
- Clerical Staff
- And all other Administrative Professionals

## Membership Classifications

There are three types of membership in IAAP:

- **Professional**—A member currently employed (or within the last two years) as an administrative professional, or holder of the CPS and/or CAP rating, or an employed teacher of business education.
- **Student**—A full-time student in business education.
- **Associate**—A representative or manager from a business, training firm, staffing agency, educational institution or other organization that shares the objectives of IAAP and supports its programs.

## What's In It For You?

- Resources to assist you in your career including a subscription to *OfficePRO* magazine.
- Training opportunities on various aspects of your administrative career.
- Professional certification via IAAP's CPS and CAP programs.
- Professional education courses.

## What's In It For Your Company?

- Access to current business research trends, targeted publications and resources.
- World-wide networking opportunities.
- Professional front-line "ambassadors" for your company.
- Experienced employees who have confidence in their position and career.
- Admins ready and willing to tackle difficult work-related challenges.
- Opportunities to develop your staff's communication and leadership skills.
- Opens communication between management and administration, producing better work relationships.

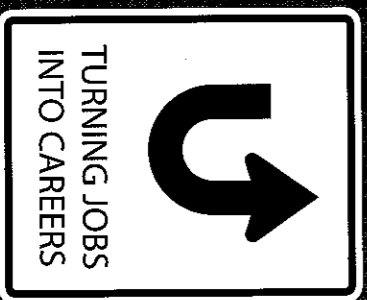
## How Do I Join?

Complete an IAAP membership application or join via the "Join IAAP" section on the IAAP Web site, [www.iaap-hq.org](http://www.iaap-hq.org).

To locate an IAAP chapter near you, for further information or to join IAAP, contact the membership department at IAAP Headquarters, e-mail: [membership@iaap-hq.org](mailto:membership@iaap-hq.org); phone: 816.891.6600.

## Companies That Support Their Admins In IAAP

3M	Conoco Phillips	Johnson & Johnson	Payless Shoe Source
Avery Dennison	Dell Computer Corp.	Kimberly-Clark Corp.	Pepsi-Cola Bottling Co.
AFPLAC	Deloitte Touche LLP	KPMG Peat Marwick LLP	Philip Morris USA
American Express	Delta Airlines Inc.	Kraft Foods	Procter & Gamble Co.
American Greetings Corp.	Dow Corning Corp.	L.I. Bean Inc.	Quaker Oats Co.
Anheuser-Busch Companies	Dow Jones & Co.	Land O'Lakes Inc.	Radio Shack
AT&T	Dr. Pepper/Seven-Up Inc.	Marrriott International	R J Reynolds Tobacco Co.
Bausch & Lomb	Enterprise Rent-A-Car	MasterCard International	Robert Half International
Bank of America	Ernst & Young LLP	Maybelline Inc.	Rubbermaid Inc.
Best Buy Co. Inc.	Federal Express	Maytag	SC Johnson & Son
Blue Cross & Blue Shield	General Motors Corp.	McDonald's Corp.	Sprint
Bristol Meyers Squibb Co.	Gillette Company	MeadWestvaco	USA Today
Canadian Broadcasting Corp.	Hallmark Cards Inc.	Nabisco Inc.	Verizon Wireless
Capital One	Hewlett-Packard Co.	Nasdaq Stock Market	Walt Disney World Co.
Cingular Wireless	Honeywell	Nokia	Xerox Corp.
Coca-Cola Bottling Co.	Hyatt Hotels Corp.	Ocean Spray Cranberries Inc.	



IAAP IS THE ROAD TO YOUR CAREER

