

May 2009

Tri-City Chapter



International Association of
Administrative Professionals®



Fundamentals of Excellence

NEWS

Nominating Committee - Linda Coake CPS/CAP, Chair

Congratulations! These new officers were voted in by the members and will be installed at the June 2, 2009, meeting. Please be there to support your new Board.

Gerri Richards CPS/CAP will be the honored guest installing the officers this year so you will not want to miss the ceremony.

President, Amber Cary

First Vice President, Edith Brown CPS

Second Vice President, Hollie Ronkartz CAP

Secretary, Juanita Wolfe-Cersley CPS/CAP

Treasurer, Carol Blair CPS

Report presented by: Linda C. Coake CPS/CAP; Leanna Garcia; and Linda Wells CPS/CAP

**RTF BASKET/BOWL
Fund Raiser**

A kitchen theme basket/bowl will be prepared for auction at this year's annual meeting to raise money for the Retirement Trust Fund. Please bring an item to add to this gift so we can raise money for the RTF.

Program Calendar 2008-09

Sheri Swineford
First Vice President

DATE	TOPIC	SPEAKER
June 2, 2009	Installation of Officers	Gerri Richards CPS/CAP
July 7, 2009	Chapter Picnic	Whitebank Park - Colonial Heights - Cover Dish
August 4, 2009	Google Docs	Anita Harris, Instructional Technology Specialist Sussex County Public Schools
September 1, 2009	Ergonomics	Joyce Wells - Chesterfield County
October 6, 2009	Executive's Night	Rosemary Osteen - Human Resource Manager Fort Lee Credit Union

April Anniversary

Dona Ellis 7 Years

May Anniversaries

Pam Mason 10 years

Mary Jones 7 years

Membership Amber Cary, Second Vice President



June Anniversaries

Kim Ritchey 2 years

Evelyn Jones 22 Years

Division News

Annual Meeting

June 26-28

Lynchburg

For More Details Visit Virginia/West Virginia IAAP Website

From Your Former President - Mary B. Schrum CPS

It has been FUN this year learning so much about members of the Tri-City Chapter of IAAP. 2008-2009 is over and it is time for the new year to begin. International has declared the new theme for 2009-2010, "Power of Commitment." Tri-City members should have no problem with this, since they are the most committed members. When your new president, Amber Cary, approaches you for a new commitment, say yes. If members

keep up the good work only good things will happen. It has been an honor to serve as your 2008-2009 President.



July 7
6 p.m.
Whitebank
Park
Picnic

This and all newsletters can be found on our Website with a plethora of wonderful IAAP information. The address is <http://www.orgsites.com/va/tri-citychapteriaap/> and our Webmaster is Raymon Bessix.



Certification Linda Wells, CPS/CAP

Future Exam Dates and Deadlines

Following are the dates and deadlines for future CPS and CAP exam administrations:

Exam Dates	Deadline Dates
May 1-2, 2009	February 15, 2009
November 6-7, 2009	August 15, 2009
May 7-8, 2010	February 15, 2010
November 5-6, 2010	August 15, 2010

The CPS and CAP exams are administered on the first consecutive Friday and Saturday every May and November.

Part 4 of the CAP exam is administered on Friday afternoon. Parts 1-3 of the CPS and CAP exams are administered on Saturday.

Note: Certain international centers have been approved to administer the CPS and CAP exams on days other than Friday and Saturday. Refer to the Exam Centers Listing for exam days.

Below are links for applying to take the exams, forms to be submitted and information for review materials and courses.

To access the Certification Application Packet, Certification Review Guide, Exam Centers Listing, Job Function & Employer’s Statement, and the Review Materials and Courses information log on to www.iaap-hq.org click on the link for Professional Development at the top. On the left side, click the link for Certification. Under Certification click the link for Exams.

In addition, the Virginia-West Virginia Division’s website has information on Virginia Tech’s Online CPS/CAP Review Course that they are offering. For those interested in this information they can go to www.iaap-va-wv.org.



2008-2009 Tri-City Chapter Board of Directors

President: Mary Schrum CPS mschrum @Sussex.k12.va.us 434.246.4388	First Vice President: Sheri Swineford CPS swinefords@ chesterfield.gov	Second Vice President: Amber Cary carya@chesterfield.go v	Secretary: Dona Ellis Dona.ellis@svtc.dmhm rsas.virginia.gov	Treasurer: Melody Day CPS/CAP mlday@gerdauamerist eel.com
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