

## IOWA-NEBRASKA DIVISION CHAPTERS

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# Invest in Your Career

with



**International Association of  
Administrative Professionals®**  
*Iowa-Nebraska Division*

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## **WHAT IS IAAP?**

The International Association of Administrative Professionals® (IAAP®) is an association for office professionals, which offers opportunities for personal development and professional growth. Headquartered in Kansas City, Missouri, IAAP is divided into six Districts (Great Lakes, Northeast, Northwest, Southeast, Southwest and Canada). Each District is divided into Divisions, and each Division is made up of local Chapters. The Iowa-Nebraska Division is part of the Northwest District and consists of thirteen Chapters.

IAAP provides the opportunity to network with your peers and to work on developing such skills as team-building, leadership, organization, self-motivation, interpersonal relationships, public speaking, and time management. IAAP offers the opportunity to learn from others and to learn by doing as members participate in association activities. Members may participate at the Chapter, Division, District, and International levels.

## **MISSION:**

The mission of IAAP is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community-building, and leadership development.

IAAP is committed to obtaining recognition as a professional organization whose members are competent and capable of significant contribution to the activities of the business and professional communities. Establishing recognition for the office professional as a valuable member of the leadership team is paramount.

## **MEMBER BENEFITS:**

At monthly Chapter meetings, individuals from the business and education communities speak on topics such as marketing yourself, office ethics, stress, interviewing skills, the latest in technology and office products, workplace issues and networking. Membership in a Chapter provides a supportive environment that offers a forum for members of the profession to meet and exchange ideas and experiences. Membership challenges members to achieve a high level of excellence, establishes a networking base and a source of valuable contacts that prove beneficial to the employer as well as to the office professional.

Participation in committee activities develops skills in planning, organizing, team-building, managing, decision-making, negotiating and leadership. This participation provides an opportunity for interaction with leaders within both the association and the community, which further enhances the office professional's value as a vital team member.

## **EMPLOYER BENEFITS:**

Members are office personnel who are up to date with the latest technological trends. They are professional team players dedicated to producing a superior product, on time, every time. Membership provides opportunities for quality leadership training, self-improvement, and education. Continuous personal and professional growth brings additional capabilities and skills to the workplace.

## **CPS/CAP CERTIFICATION:**

Certification in professional fields is increasingly important to employers who wish to develop and maintain competent and professional employees.

The Institute for Certification administers the Certified Professional Secretary® (CPS®) and Certified Administrative Professional® (CAP®) examinations. These two-day exams cover Office Systems and Technology; Office Administration; Management; and Advanced Organizational Planning. To attain the CPS or CAP rating, a candidate must meet educational and experience requirements as well as pass this comprehensive exam. The exams are administered twice a year at approximately 145 test sites throughout the world. Many post-secondary schools offer college credit for achieving the CPS/CAP rating. Earning the CPS or CAP rating is a clear signal to your employer that you have made a serious commitment to your career and you have the type of skills and knowledge that are the hallmark of top professionals. Those having attained the CPS or CAP certification continue their education by participating in the five-year recertification program.

## **SEMINARS AND CONFERENCES:**

Opportunities for continued professional growth are offered annually at the Division Meeting and the International Education Forum and Annual Meeting (EFAM) held in a selected major city each July/August. These meetings provide professional speakers and educators who conduct a series of professional development workshops, networking with your peers, and seminars for which recertification credit and CEUs are awarded. Individual chapters also host seminars that relate to topics pertinent to our profession or aimed at an individual's personal growth.