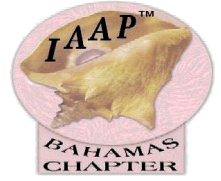




**APPLICATION FOR PROFESSIONAL MEMBERSHIP IN
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®
BAHAMAS CHAPTER**



MEMBERSHIP QUALIFICATIONS, DEFINITIONS AND DUES

Qualifications at the time of admission for membership shall be:

- ❖ A persons who is, or within the last two (2) years has been employed as an Administrative Professional; or
- ❖ A person who has attained the Certified Professional Secretary® (CPS) rating or Certified Administrative Professional® (CAP) rating; or
- ❖ A teacher who is employed in the teaching of business education
- ❖ Attendance at three (3) meetings before an interview.

Definitions

- ❖ Administrative Professional – individuals who are responsible for administrative tasks and coordination of information in support if an office –related environment and who are dedicated to furthering their personal and professional growth in their chosen profession.
- ❖ Certified Professional Secretary or Certified Administrative Professional – A CPS or CAP recipient is one who passes the examination administered by the Institute for Certification, a department of IAAP.

Annual Dues

Initial: Chapter Dues-\$38 (paid locally) + Division dues-\$8 + International Dues-\$103 + Processing Fees-\$15 + Local Processing fee-\$10 = \$174

Renewal-\$38+8+103=\$149 **Reinstatement**-\$38+\$8+\$103+\$20=\$169

Name: First: _____ Middle Initial: ___ Last: _____ Title: _____ Date of Birth ___/___/___
D M Y

Employer: _____ Immediate Supervisor _____ Title _____

Length of time with Employer: _____ Length of time with immediate supervisor: _____ # of Years in Profession: _____

Please address preference for Association mail

Business Street Address _____ P.O. Box _____ Business Phone/Fax _____ / _____

Residential Street Address _____ P. O. Box _____ Residential Phone/Cell _____ / _____

Email Address work/personal _____ / _____

Highest Degree Attained: High School Diploma Some College Education AA BA/BS Some Graduate Work Master's Degree

Other: please explain _____

Please list any other Organizations, Clubs or Groups in which you are actively involved and state position(s)

Organization/Club/Group	Position

What do you hope to achieve by being a member of IAAP Bahamas Chapter?



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Please provide us with two (2) references (other than employer or relative):

1. Name: _____ Title _____ Company: _____

Address: _____ P. O. Box: _____ Phone: _____

2. Name: _____ Title _____ Company: _____

Address: _____ P. O. Box: _____ Phone: _____

Were you sponsored by a member of this Association? Yes No

If yes, please give Member's name: _____

Gender of applicant: Female Male

I certify that qualifications for membership have been met.

Signature of Applicant _____ Date _____

Please ensure the following are submitted with the application:

- ❖ Passport size photograph
- ❖ Copies of Diplomas/Certificates
- ❖ Completed Employer's Form
- ❖ Your cheque/Cash

FOR ASSOCIATION USE ONLY

Interviewed by Executive Board Date of Interview _____

Approved by Membership Committee

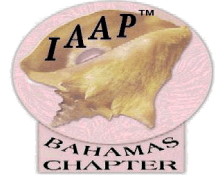
Chairperson

Approved by Executive Board

President



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INFORMATION SHEET TO BE COMPLETED BY EMPLOYER

Administrative Professionals are defined by IAAP as “individuals who are responsible for administrative tasks and coordination of information in support of an office related environment and who are dedicated to furthering their personal and professional growth in their chosen profession.”

_____ has applied for membership in International Association of Administrative Professionals® (IAAP®). In order to determine eligibility, will you please answer the following questions as completely as possible?

Length of employment with your Company: From _____ to _____.

Is applicant employed in the capacity of an administrative professional as defined by IAAP? Yes No

The following Traits are some important requisites of a proficient administrative professional. How would you rate the applicant?

	Average	Above Average	Excellent
Ability to type	_____	_____	_____
Willingness to learn	_____	_____	_____
Enthusiasm towards job	_____	_____	_____
Alertness	_____	_____	_____
Loyalty and dependability	_____	_____	_____
Initiative	_____	_____	_____
Ability to admit own errors	_____	_____	_____
Applicant uses tact in dealing with public	_____	_____	_____
Applicant is a team player	_____	_____	_____
Applicant decides what must have your attention	_____	_____	_____

We welcome your additional remarks:-

Employers Signature: _____

Title: _____ Company: _____

Date: _____