

IAAP HUNTSVILLE CHAPTER
 CERTIFICATION REVIEW COURSE
 REGISTRATION FORM



IAAP Member ID#	
Name	
Address	
City, State, Zip	
Business Tele No.	
Business Fax No.	
E-mail Address:	
Please check box for the sessions are you planning to take:	

**REGISTRATION
 DEADLINE:**

DECEMBER 17, 2010

Sorry, NO REFUNDS
 AFTER JAN. 5, 2011

<i>CAP[®] Exam</i> 4 sessions for \$100	<input type="checkbox"/>
Part I – Office Systems & Technology Part II – Office Administration Part III – Management Part IV – Advanced Organizational Management	
<i>CPS[®] Exam</i> 3 sessions @ \$25 each = \$75	<input type="checkbox"/>
Part I – Office Systems & Technology Part II – Office Administration Part III – Management	
<i>Individual Sessions Only</i> \$25 each (Check only those that you are taking)	
Part I – Office Systems & Technology	<input type="checkbox"/>
Part II – Office Administration	<input type="checkbox"/>
Part III – Management	<input type="checkbox"/>
Part IV – Advanced Organizational Management	<input type="checkbox"/>

Class Schedule 2 nd & 4 th Saturday's of the Month	
Office Systems & Technology: (CPS)	
January 8, 2011	9am-12:00
January 22, 2011	9am-12:00
Office Administration: (CPS)	
February 12, 2011	9am-12:00
February 26, 2011	9am-12:00
Management: (CPS)	
March 12, 2011	9am-1:30pm
March 26, 2011	9am-12:00
Advanced Org. Mgmt. (CAP)	
April 9, 2011	9am-12:00
April 23, 2011	9am-12:00
May exam testing dates: 5/6 - 5/7/11	

For more information on IAAP Certification go to: <http://www.iaap-hq.org/prodev/certification/index.html>

Select Payment Method

Cash (Deliver payment to Rozella Coggin CAP or Dianne Seeks CAP)	\$
Check (Payable to IAAP Huntsville Chapter)	\$
Mail Payments if paying by check to:	Dianne Seeks CAP Siemens 675 Discovery Dr. Suite 100 Huntsville, AL 35806
PayPal Payment Option	Send email to Dianne Seeks (dianne.seeks@siemens.com) requesting a PayPal invoice be sent to you.