

Certification Review

IAAP® Huntsville Chapter Certification Review Course for May 2011 Exam*

- Part 1 Office Sys. & Technology
- Part 2 Office Administration
- Part 3 Management
- Part 4 Adv. Organizational Mgmt.

* May 2011 certification exam dates 5/6 and 5/7/2011

Prepare for the CPS® & CAP® Exams

*Take charge of your
career, and gain a CPS
or CAP professional
rating through IAAP!*

Date 2nd and 4th Saturdays, January – April 2011

Location Siemens PLM Software*
675 Discovery Dr. Suite 100
Huntsville, AL 35806
256.457.6259

*Location may be subject to change.

Time 9:00 a.m. to 12:00 noon

Cost

- \$75.00 for CPS Review, Parts 1-3
- \$100 for CAP Review, Parts 1-4
- Register by calling Dianne Seeks, CAP (256) 705-2501, email: dianne.seeks@siemens.com or Rozella Coggin, CAP (256) 824-6171, email cogginr@uah.edu by December 17, 2010
- Pay in advance online: www.iaaphsv.com
- Study guides not included in class cost above.

Required Materials: Prentice Hall Examination Review Guides
Available at: <http://www.iaap-hq.org/prodev/certification/reviewmaterials.html> or at Amazon.com