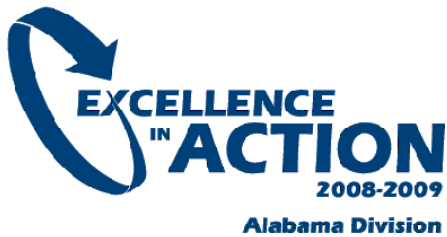


Alabama Division

The Alabama Division of IAAP currently has Professional Chapters and Student Chapters located throughout the state with over 500 members and is currently the fifth largest division in the association. Each chapter elects its own officers and holds regular educational and business meetings. Additionally, some chapters host seminars, workshops, networking meetings and other events.

The general membership of the Alabama Division meets as a whole twice each year, having an Annual Business Meeting in June and a Professional Education and Student Conference (PESC) in the fall.



For more information about IAAP, the Alabama Division, a chapter near you and a membership application, visit our website at: www.iaapalabama.org.

Complete an application today and return it to a Professional or Student Chapter near you!

Alabama Division Student Chapters

Alabama State University, Montgomery

Advisor: Emma Faulk
emmafaulk@aol.com; (334) 229-4331

Calhoun State Community College, Decatur

Sponsored by: Decatur Chapter
Advisor: Cindy Anders CPS/CAP
cindyanders@charter.net; (256) 773-2522 x310

J.F. Drake State Technical College, Huntsville

Sponsored by: Huntsville Chapter
Advisor: Deloris Smothers
deloris.smothers@drakestate.edu; (256) 551-3155

Lawson State Community College –

Bessemer Campus, Birmingham
Sponsored by: Birmingham Chapter
Advisor: Yolande Gardner CPS/CAP
ygardner@lawsonstate.edu; (205) 426-7379

Northwest Shoals Community College, Muscle Shoals

Sponsored by: Shoals Chapter
Advisor: Tywana McClinton
mcclinton@nwsc.edu; (256) 331-5212

Parker High School, Birmingham

Sponsored by: Alabama Power Chapter
Advisor: Dianne Hargrove CPS
dshargro@southernco.com; (205) 257-5133

Virginia College, Birmingham

Sponsored by: Birmingham Chapter
Advisor: Dottie Jordan
djordan@vc.edu; (205) 802-1587

Student Membership

- A full-time student in a business education curriculum.
(maximum 4 years in student classification)
- Student Members can hold dual membership in a Student Chapter as well as a Professional Chapter.
- Student Membership is very affordable – only \$31/annually.

*Please check with your local Student Advisor to determine if additional membership dues are required to join a Student or Professional Chapter.

Benefits of Student Membership:

- Scholarships
- Mentoring
- Networking
- Leadership Skills
- OfficePro® Magazine



Take an important step for you and your career...
Join IAAP today!!

About IAAP

The International Association of Administrative Professionals® (IAAP®) is a not-for-profit professional association with 600+ chapters worldwide. More than 30,000 administrative and management level members worldwide take advantage of the numerous benefits of membership in IAAP; and you can too! By joining IAAP you will receive a subscription to IAAP's award-winning magazine *OfficePRO*®; and twenty-four issues of *OfficePRO Express* e-newsletter full of research, trends and technology information; member discounts on purchases through IAAP on education and professional development resource materials; registration of any IAAP sponsored international level training workshops, seminars, conferences and conventions; registration for the Certified Administrative Professional® (CAP®) or the Certified Professional Secretary® (CPS®) examinations.

The association works in partnership with employers to promote **excellence**. Its members include administrative assistants, executive secretaries, office coordinators, information specialists, and related administrative professionals. Many corporations, educational institutions, students, and international affiliate organizations also belong to IAAP.

The IAAP **mission** is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.

IAAP's **purpose** is to provide information, education and training, and to set standards of excellence recognized by the business community on a global perspective.

IAAP's **objectives** are to elevate the standards of all administrative professionals and to promote their working relationships with management through continuing education, authorized programs, and publications.

IAAP's **vision** is to inspire and equip all administrative professionals to attain excellence.

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In today's ever-changing business environment, you need every advantage to stay on top. Professional certification shows employers, clients and associates that you are committed as a professional.

Certification is a **mark of excellence** that you carry with you everywhere you go. IAAP offers the Certified Professional Secretary® (CPS®) rating and the Certified Administrative Professional® (CAP®) rating. Begin preparing for certification while obtaining your degree.

Why certification?

Certification will enhance your career success through:

- **Job Advancement** - Certification gives you a competitive edge for promotion and hiring.
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- **Esteem** - Attaining certification demonstrates to your employer and yourself that you are committed as a professional.
- **College Credit** - Many colleges and universities offer course credit for studying for and passing the CPS exam.

For more information about IAAP and the Alabama Division, visit our website at www.iaapalabama.org.

The Alabama Division



**International Association of
Administrative Professionals®**

Student Chapters