

2010 ADMINISTRATIVE PROFESSIONAL OF THE YEAR (APY) Application

Instructions for reviewing and certifying the application for Administrative Professional of the Year (APY).

		Yes	No
A	Applications should be in a sealed envelope and not opened until the committee is assembled.		
B	The Score Sheet (Part A) must be completed by the applicant and placed as the first page of the application.		
Scoresheet Review:			
1	The participant will be given 10 points for the CPS and/or CAP rating; possible 20 points. Attach verification (copy of score sheet or certificate)		
2	Two years of college or equivalent with either 30 semester hours or 45 quarter hours making a full year. Attach a copy of the certification certificate or college transcript.		
3	Each additional completed school year beyond two years and up to a maximum of three years affords the participant additional points. If not a full-time student, document subjects or schooling equivalent to each year, with 30 semester hours or 45 quarter hours making a full year. College studies must be verified by attaching a copy of the transcript.		
4	CEUs earned within the last five years may be counted. Copies of CEU certificates or transcripts must be attached to application. One (1) contact hour = .1 CEU, ten (10) contact hours = 1 CEU). No Recertification Points certificates will be allowed, as this would provide CPS and CAP holders with an unfair advantage.		
5	If participant has two years of college or equivalent and is not a full-time student, document subjects or schooling equivalent to two years, with either 30 semester hours or 45 quarter hours making a full year. College studies must be verified by attaching a copy of the transcript.		
6	CPS and/or CAP recertification. Attach verification (new certificate)		
7	Currently employed as an administrative professional and MUST HAVE five continuous years of experience to present. Attach verification.		
8	Ten previous years as an administrative professional (beyond the five years accounted for above). Attach verification		
9	Verify documentation for offices held either in IAAP or other professional association. Documentation includes letters from chapter/club president, copies of pages from handbook, etc. Chapter Offices: President 4 pts, Other elected offices 2 pts, Committee Chair 2 pts / / Division/District: President 6 pts, Other elected offices 3 pts, Committee chair 3 pts.		
10	Within the past three years: Speaking to non-IAAP groups or other IAAP chapters on behalf of IAAP, CPS, CAP, or to promote the profession. (Noted: 4 points for each speaking occasion.) Attach dated verification.		
11	Other professional organizations - Local Chapter/Club President 2 pts, Other elected offices 1 pt, Committee Chair 1 pt / / District/Regional or Higher: President 2 pts, Other elected offices 1 pt, Committee chair 1 pt. Attach dated verification.		
12	Community Service within the past three years - 5 pts per event - maximum 25 points. Attach dated verification. (Note: due to IBSR, political or religious service cannot be counted.)		

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Application - Resumé		Yes	No
13	Home and office addresses, telephone numbers (fax numbers if available), e-mail address, and mark with an asterisk your preferred mailing address.		
14	Education including CPS and CAP		
15	Provide an accurate record of past business experience.		
16	Provide employment dates by month and year (beginning with most recent), and job title.		
17	Brief and accurate description of work performed.		
18	Company name, type of business, size of organization, approximate number of employees, number of office and administrative personnel.		
19	Provide name of immediate supervisor, title, and position in company.		
20	All breaks in employment are to be accounted for.		
21	Full-time/part-time office/administrative support experiences may be counted.		
22	A resume may be attached as long as the above criteria are fully met.		
IAAP Activities:			
23	Indicate date joined IAAP.		
24	Offices, chair and committees held. Include accurate dates and verification.		
25	List date, location, and topic for speaking to non-IAAP groups or other IAAP Chapters on behalf of IAAP and CPS to promote the office/administrative profession. Such speaking engagements must be within last three years. Include verification of each speaking engagement.		
Other Professional Activities:			
26	Show name and date of joining other professional organization(s).		
27	Refer to the Score Sheet for offices, chair and committee points. Include accurate dates and verification.		
Mailing Instructions:			
28	The application must be dated and signed by the applicant.		
29	Certification paragraph located at the bottom on the last page of the application must be completed at the time of submission.		
30	Applications must be RECEIVED , by US Postal mail at the above noted address by 5:00 p.m. no later than February 26, 2010 . The decision of the APY Committee will be final. All applications become the property of the APY Committee.		
31	The "Participant No." that is requested on each form will be inserted by the committee when reviewing each application.		
EXHIBIT C - Executive Nomination Letter			
32	Attach Exhibit C - completed and signed by executive		
33	Attach verification of Leadership, Professionalism, and Community Service. (Note: Due to IBSR, political or religious service may not be counted.)		
34	Executive Nomination Letter must be attached.		

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EXHIBIT D - Chapter/Club President Form		Yes	No
35	Attach Part D form which has been completed and signed by current chapter president.		
36	Attach verification of Leadership and Community Service. (Note: Due to IBSR, political and religious service cannot be counted.)		