



**Ak-Sar-Ben Chapter**  
**International Association of Administrative Professionals®**  
**Certification Scholarship Application**

|  |               |               |                 |                      |
|--|---------------|---------------|-----------------|----------------------|
| Name:  |               |               |                 |                      |
| Address:   |               |               |                 |                      |
| City:  | State         | Zip:          | Email address:  | Phone:               |
| Employer:  |               |               | Title:          |                      |
| How long have you been with this employer?   |               |               |                 |                      |
| Please briefly list your experience as an administrative professional.   |               |               |                 |                      |
| How long have you been a member of IAAP?   |               |               |                 |                      |
| What leadership positions in IAAP have you held, if any?   |               |               |                 |                      |
| Do you intend to continue your membership with the Ak-Sar-Ben Chapter of IAAP for at least the next two years?      Yes      No  |               |               |                 |                      |
| On a separate sheet of paper, please write a brief summary of your career goals. Attach the summary to this application.   |               |               |                 |                      |
| What exam do you plan to take:   | CPS Parts 1-3 | CAP Parts 1-4 | CAP only Part 4 | Retake Part #: _____ |
| What benefit do you expect to gain by taking/passing the exam(s)?  |               |               |                 |                      |
| What is your motivation for taking the exam?   |               |               |                 |                      |
| I understand this scholarship is to be utilized solely for the registration fees applicable to taking the Certified Professional Secretary (CPS) or the Certified Administrative Professional (CAP) exam. I understand that, if selected for this scholarship, the scholarship amount will be \$125 and will go toward the registration fee. If I decide not to take the exam, any fees paid to me will be reimbursed. |               |               |                 |                      |
| _____<br>Signature of Applicant  |               |               |                 | _____<br>Date        |

**Letters of recommendation from your employer and/or college may be attached to this application, but are not required.**

**APPLICATION DUE BY  
September 30, 2009**

To:  
Ak-Sar-Ben Chapter IAAP, Scholarship Committee

Ak-Sar-Ben Chapter  
Certification Scholarship  
Selection Criteria/Guidelines

- A total of \$500 will be available for scholarship(s) awarded per chapter year
  - \$250 will be available per exam date (November and May).
  - Two \$125 scholarships will be awarded from applications received for each exam date.
- Applicants must be current members of the Ak-Sar-Ben Chapter IAAP.
- Applications must be received by September 30, 2009 for the November 2009 exam; by March 30, 2010, for the May 2010 exam.
- Applications remain confidential and will not be published.
- The Scholarship Committee will review the applications received to determine the applicant's qualifications.
- Winner(s) will be announced by the October meeting, prior to the November exam, and the February meeting, prior to the May exam.
- Scholarship award is to be used for certification testing registration fees only.
- Award winner is not required to pass any or the entire exam to keep the scholarship.

**Mail to Scholarship Committee Chair:**

**Gladys Doerr CAP  
Ak-Sar-Ben Chapter - IAAP  
8404 Indian Hills Drive  
Omaha, NE 68114**

**Or  
E-mail  
Gladys.Doerr@hdrinc.com**