

WHO WE ARE

The Association of Administrative Assistants is a Canadian chartered non-profit professional organization founded in April 1951. The Association is proactive in encouraging its members to further their education and enhance their career opportunities by continuously upgrading their skills and professionalism. Our Motto is "Professionalism Through Education".

THE Q.A.A. DESIGNATION

The Q.A.A. designation can be achieved by members completing courses through correspondence, online and/or lectures at universities and post secondary institutions across Canada who offer the Q.A.A. program. Members in good standing of the Association, completing the required courses, will be granted the Q.A.A. Accreditation. See our website at www.aaa.ca for additional information.

PARTNERING FOR SUCCESS

Interested in becoming a partner with a national organization? Our Association is now designed to link your business with a specific focus on developing beneficial relationships with your administrative support team.

OUR BENEFITS TO EMPLOYERS

ABILITY - to manage people, situations and equipment.

FLEXIBILITY - to embrace new challenges in business and new technology.

COMPATIBILITY - to work as a productive member of a team.

RESOURCE - to provide instant access to valuable information resources and networks.

VALUE - of educated personnel committed to continued self-improvement.

OUR BENEFITS TO MEMBERS

PRESTIGE - of being a member of a National organization setting the standard for excellence in business administration.

INTERACTION - with others who share similar career aspirations.

PROFESSIONAL GROWTH - by participating in the Association's Qualified Administrative Assistant program.

NETWORK - of contacts in many business sectors.

SKILLS DEVELOPMENT - by active participation as a member of the Association's Executive Board and by sitting on its various committees, practicing such skills as organization, delegation and communication.

INFORMATION - on subjects of current business interest through guest speakers and newsletters.

OUR VISION

The Association envisions itself being widely recognized, both by its professional peers and by the broader business community. Its members will demonstrate, through consistent, excellent performance in the workplace, the value of the professional designation - Qualified Administrative Assistant (Q.A.A.). This designation will become an important criterion in the hiring and promotion of key personnel.

OUR MISSION

To assist members in the continuing development of administrative skill, underlying knowledge and professional growth, thus enhancing employment opportunities and contributions to both the workplace and the community.



CONTACT US

National Website: www.aaa.ca
General Email: contact@aaa.ca

Local Branch Email Addresses:

Barrie/Simcoe County: barrie-simcoe-branch@aaa.ca
Calgary: calgary-branch@aaa.ca
Edmonton: edmonton-branch@aaa.ca
Hamilton: hamilton-branch@aaa.ca
Toronto: toronto-branch@aaa.ca
Members-at-Large: MAL-membership@aaa.ca

(Members-at-Large are Association members not within driving distance to a local branch.)

ADMINISTRATIVE ADVANTAGE



Association of Administrative Assistants

Professionalism Through Education

THE QUALIFIED ADMINISTRATIVE ASSISTANT (Q.A.A.) PROGRAM

The Q.A.A. program is a certificate program for office professionals. Q.A.A. courses are offered to secretaries, administrative assistants, executive assistants and office managers etc interested in meeting the challenge of today's demanding work force.

Association members are encouraged to attain the designation, Qualified Administrative Assistant. The Q.A.A. designation is achieved by completing approved courses available at a number of universities and post secondary institutions across Canada.

The certificate program can be completed through university lectures, online and/or correspondence courses. The program consists of compulsory courses and elective courses. The program provides a solid background in general business education.

Although course titles and content vary somewhat in different educational institutions, the courses will assist office personnel in understanding corporate initiative and in being a valuable team member of their organization.

The cut-off date for receipt of marks and determination of graduate status for annual graduation is March 31st.

Upon successful completion of the required courses and proof of paid membership in the Association, the student's name will be included in the graduating class of the current academic year. The annual Q.A.A. graduation is held in conjunction with the Annual General Meeting (usually in May). At that time, the Qualified Administrative Assistant (Q.A.A.) designation will be granted.

Designation will be renewed annually upon receipt of Association dues.

This personal information is being collected under the authority of Section 11 of the Personal Information Act, S.A. 2003, c.P-6-5. The personal information may be included in a database that is available for distribution to members of the Association of Administrative Assistants. If you have any questions about the collection, and use of this information, contact the Director-President of the National Board at contact@aaa.ca.

_____ Yes I authorize that the personal information contained in this membership application/ Q.A.A. student program application may be used in a database for members of the Association of Administrative Assistants only.

Q.A.A. STUDENT PROGRAM APPLICATION

To enroll in the Q.A.A. program or for further information, please complete the following and forward it to the nearest branch or to the Association's National Director Registrar as indicated on our web site. www.aaa.ca

Applicants wishing to register as a student, must be a member of the Association of Administrative Assistants before they can apply to become a QAA program student. A non-refundable application fee is also required.

Name: _____

Home Address: _____

Home City: _____ Province: _____

Postal Code: _____

Telephone: _____

Email Address: _____

Place of Employment: _____

Title/Position: _____

Work Address: _____

Work City: _____ Province: _____

Postal Code: _____

Telephone: _____

Fax Number: _____

Email Address: _____

Applicant's Signature

. At the end of each completed course, it is the student's responsibility to provide proof to the Association's National Registrar with confirmation of successful completion. At the completion of the Q.A.A. program, the student must send a transcript of completed courses and proof of membership in the Association to the National Director Registrar.

ASSOCIATION OF ADMINISTRATIVE ASSISTANTS

MEMBERSHIP APPLICATION

The fiscal year runs from April 1st. to March 31st. Annual fees are determined each year at the Annual General Meetings. Fees are payable upon acceptance of your application. To assist in considering your application, we require information regarding education, business experience or letter of support from your employer. Please forward your application with attachments to the nearest Association address as indicated on our website.

Name: _____

Home Address: _____

Home City: _____ Province: _____

Postal Code: _____

Telephone: _____

Email Address: _____

Place of Employment: _____

Title/Position: _____

Work Address: _____

Work City: _____ Province: _____

Postal Code: _____

Telephone: _____

Fax Number: _____

Email Address: _____

Applicant's Signature

**Contact us at
Association of Administrative Assistants**

www.aaa.ca or contact@aaa.ca