



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

CERTIFICATION RENEWAL

PART A - APPLICANT INFORMATION UPDATE

First Name: _____ Middle Initial: ___ Last Name: _____

Job Title: _____ Organization: _____

Work Address: _____

City: _____ Province: _____ Postal Code: _____

Work Telephone: _____ Work Fax: _____

Work E-mail Address: _____

Home Address: _____

City: _____ Province: _____ Postal Code: _____

Home Telephone: _____ Home Fax: _____

Home E-mail Address: _____

Date of Q.A.A. Graduation: _____

PART B - EXPLANATION OF CERTIFICATION RENEWAL

Professional currency is an integral component of the Association of Administrative Assistant's new Certification Renewal Program for Qualified Administrative Assistant (Q.A.A.) program graduates. Effective April 1, 2010, students who enroll in the Q.A.A. program, upon their graduation and obtaining Q.A.A. status, must demonstrate their continued commitment to and involvement in their ongoing professional development in order to retain their professional designation. Certification renewal is optional for current Q.A.A. members.

The Association of Administrative Assistants has identified several areas of continuing education, professional involvement and leadership activities through which certification may be maintained. Given the rapidly changing environment of office administration, continual professional development activities are essential. To retain the Qualified Administrative Assistant (Q.A.A.) designation, an individual must accumulate **40** points every **three** years and submit a completed "Certification Renewal Report Form." You may begin earning points toward certification renewal immediately upon receiving your designation. Points cannot be carried over for a future certification renewal.

PART C – DESCRIPTION OF CATEGORIES:**INVOLVEMENT IN THE ASSOCIATION**

- 3 POINTS for each National Board Meeting attended
- 3 POINTS for each new member referral
- 5 POINTS for each Annual General Meeting attended
- 2 POINTS for each Branch meeting attended
- 5 POINTS/YEAR: Membership in The Association since your initial certification or most recent certification renewal (maximum of 15 points)

SERVICE IN A LEADERSHIP CAPACITY IN THE ASSOCIATION

- 5 POINTS/YEAR: For each year served on the Association National Board of Directors
- 5 POINTS/YEAR: For each year served on the Association Branch Executive
- 5 POINTS/YEAR: For each year of providing Mentorship within the Association (requires validation from the mentoree – reference Association Mentorship Program information)
- 3 POINTS/YEAR: For each year as a member of an Association National committee (i.e. assisting with National Events, or ad hoc activities, preparation of MALink Newsletter)
- 3 POINTS/YEAR: For each year served on an Association Branch committee (different from Branch Executive committee)

PROFESSIONAL DEVELOPMENT PROGRAMS

- 5 POINTS PER PROGRAM/SESSION: Participation in an administrative assistant professional development program/session of at least one day in length (includes National/Branch Annual Seminar/Workshops)
- 3 POINTS PER SESSION: Participation in an administrative assistant professional development program that is less than one day in length
- 10 POINTS PER CREDIT COURSE: Participation in professional-related courses offered by colleges and universities of at least three credit hours; transcript to be provided
- 3 POINTS PER COURSE: Participation in a non-credit or general interest part time studies course
- 2 POINTS PER PROFESSIONAL TRAINING SESSION: participation in on-the-job training or other training sessions (i.e. new software/computer training, WHMIS etc.); must provide description of training received

PRESENTATIONS AND INSTRUCTION

- 2 POINTS FOR EACH PRESENTATION: Speeches or Presentation on office administration
- 1 POINT: for any presentation not related to office administration

PUBLICATIONS

- 5 POINTS PER ARTICLE: Having an article published on office administration in a professional journal/magazine such as *Your Workplace*, *HR Personnel Management*, etc.

4 POINTS: per year for role as National or Branch/MAL Newsletter Editor

2 POINTS FOR EACH ARTICLE: Having an article published on office administration in any newsletter (i.e. Communiqué/branch newsletters, work newsletter etc.); submit copy of article

EXPERIENTIAL LEARNING/COMMUNITY INVOLVEMENT

3 POINTS PER WORKPLACE COMMITTEE: participation on a workplace committee per year

3 POINT PER YEAR: for employment in an office administration professional assistant capacity

3 POINTS PER NETWORKING EVENT: Attendance at a networking session on behalf of The Association (e.g. Business Women’s Group, Chamber of Commerce; etc. - please specify)

3 POINTS PER COMMUNITY ACTIVITY: Volunteer work in the community per year (list each organization as a separate activity - please specify volunteer role)

2 POINTS PER EVENT: main organizer or integral part of a team that has planned a significant special event (provide details of your role and event)

5 POINTS FOR COMMUNITY AWARD/RECOGNITION: for special recognition outside work; please provide a description of award

3 POINTS PER YEAR: Serving on a community (or National) Volunteer Executive Committee or Board

2 POINTS PER EVENT : Participation in a community or National Fundraising event

OFFICE ADMINISTRATION INNOVATIONS/AWARDS

5 POINTS: Implementing a significant, innovative office program, practice or policy. Please describe the innovation in a maximum of one page that should be attached to your renewal form

5 POINTS FOR WORK RELATED AWARD: please provide a description of award received

APPLICANT'S DECLARATION

I declare that all of the information contained in this form and the attached table is accurate. I give the Association of Administrative Assistants permission to verify the information contained in this application. I authorize organizations referenced by me to release participation information. I understand that if any of the information contained in this application is false, the Association of Administrative Assistants has the right to reject my renewal form.

Signature _____

Date: _____

(submit with attached completed renewal points form to National-Director Registrar: registrar@aaa.ca)