



# ASSOCIATION OF ADMINISTRATIVE ASSISTANTS ASSOCIATION DES ADJOINTS ADMINISTRATIFS

## Qualified Administrative Assistant Certification Renewal Table

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Start Date: \_\_\_\_\_

Point Value	Category of Points	Brief description of activity	Date points earned	Number of points earned
<b>AAA involvement</b>				
3	National Board Meeting attended			
3	New member referral			
5	Annual General Meeting attended			
2	Branch meeting attended			
5	Renewed AAA membership			
<b>Leadership activities</b>				
5	Serving on National Board			
5	Serving on Branch Executive			
5	Mentorship program			
3	Serving on National committee (refer to form for examples)			
3	Serving on a Branch committee			
<b>Professional Development programs</b>				
5	One day session attended			
3	Session < 1 day in length			
10	Credit course			
3	Non credit, part time studies course			
2	Training session			
<b>Presentations</b>				
2	Presentation/Speech (office administration related)			
1	Presentation (on non-office administration related topics)			
<b>Publications</b>				
5	Per article (office administration-related) published in a professional journal			
4	Per year for National or Branch/MAL newsletter editor			
2	Per professional-admin related article in a newsletter (Communiqué, Branch/MAL newsletters, work newsletter etc.)			

# of points	Category of Points	Description of activity	Date points earned	Number of points earned
<b>Experiential Learning/ Community Involvement</b>				
3	Workplace committee/year			
3	Per year of office administration employment (indicate name of employer)			
3	Per networking session/meeting			
3	Per year of volunteer work in the community			
2	Organizing a Special Event			
5	Community Award/Recognition			
3	Community/Provincial or National Board involvement			
2	Major Fundraising event			
<b>Innovation/Recognitions</b>				
5	For each office innovation implemented			
5	Work related award			

**Total of Points earned in three-year renewable period: \_\_\_\_\_**