



# SUNNY ISLES CHAPTER



**Definition:**

Administrative Professional – Administrative Professionals shall be defined as individuals who are responsible for administrative tasks and coordination of information in support of an office-related environment and who are dedicated to furthering their personal and professional growth in their chosen profession.

**Types of Membership:**

**Professional:** You can qualify for this membership in one of three ways:

- A currently employed (or within the last two years) administrative professional
- A current holder of the CPS and/or CAP rating
- An employed teacher of business education

The professional membership is the most common membership chosen. This membership is non-transferrable and remains with the individual even if he or she changes employment. Yearly Membership Dues: US\$83.00. New members also pay a one-time processing fee of US\$15. Additional dues are charged for chapter and division membership.

**Student:** You qualify for this membership if you are a student in business education. Individuals can be student members for a maximum of four years. After that time the membership is automatically transferred to a professional member status. This type of membership is non-transferrable. It remains with the individual. Yearly membership dues: \$US\$50. New members also pay a one-time processing fee of \$US15. Additional dues are charged for chapter and division membership.

**Associate-** An individual, firm, or educational institution that sustains the objectives of IAAP qualifies for this membership. A contact person is named by the business or institution to receive the benefits of membership. This type of membership is transferrable and a new contact person can be named. Yearly membership dues: US\$180. New members also pay a one-time processing fee of US\$15. Additional dues are not charged for chapter and division membership.

Did a Member of this Association sponsor (recruit) you?

Yes  No

If yes, please give member's name:

Preferred hand deliverable mail is work address:

Preferred mailing address P.O. Box: \_\_\_\_\_

Preferred E-mail address: \_\_\_\_\_

Preferred fax messages to: \_\_\_\_\_

Preferred telephone: \_\_\_\_\_

Processing Fee/Chapter Pin (one-time payments)  
 Annual Renewals: Int'l. + Chapter + Division = Total  
 Reinstatement: Int'l. + Chapter + Division + Processing = Total

Select One	Type	Chapter Dues B\$	Processing fee	Chapter Pin B\$	Total
<input type="checkbox"/>	Professional	\$27	\$25	\$10	\$62
<input type="checkbox"/>	Student	\$6	N/A	\$10	\$16
<input type="checkbox"/>	Associate	N/A	\$25	\$10	\$35

Length of time with employer \_\_\_\_\_ Length of time with immediate supervisor \_\_\_\_\_ Years in profession \_\_\_\_\_.

What do you hope to achieve by being a member of The Sunny Isles Chapter of IAAP?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

First Name \_\_\_\_\_

Work Address \_\_\_\_\_

Last Name \_\_\_\_\_

Gender \_\_\_\_\_ Birth (M/D/YY) \_\_\_\_\_

Job Title \_\_\_\_\_

IAAP Certification:  CPS  CAP

Company Name \_\_\_\_\_



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Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**Please ensure the following are submitted with this application:**

- Copy of typed Resume including named references
- International Dues must be paid in U.S. dollars by credit card or bank draft payable to IAAP
- Local dues payable by cash, cheque, and/or bank draft payable to Sunny Isles Chapter.
- Passport size photo

I verify that \_\_\_\_\_ is employed with this company/organization.

Signature of Employer \_\_\_\_\_ Date \_\_\_\_\_

- A separate International Membership Application must also be completed, submitted and International dues paid in U.S. dollars by credit card or bank draft payable to IAAP at [www.iaap-hq.org](http://www.iaap-hq.org)

<b>FOR CHAPTER USE ONLY</b>	
Member Type:	_____
Date Joined:	_____ Exp Date: _____
Chapter Dues Paid.....	\$ _____
Pin Paid.....	\$ _____
Int'l Dues Paid.....	\$ _____
Int'l Processing Paid.....	\$ _____
Division Dues Paid.....	\$ _____
Total amount paid.....	\$ _____
Picture submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No
Resume submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque/draft <input type="checkbox"/> Cash
Approved by:	
_____	
Membership Committee Chairperson	