

Member of Excellence Worksheet

2012 - 2013

(8 out of 11 criteria must be achieved to win award)

THIS FORM IS FOR TRACKING ONLY. WHEN YOU HAVE ATTAINED EIGHT CRITERIA, PLEASE GO TO http://asp.iaap-hq.org/awardssofexcellence/excellence_Member.asp TO SUBMIT FOR MEMBER OF EXCELLENCE!

TYPE YOUR NAME HERE			
	<== <== <== Enter your Membership Expiration Date here		
	Criteria	Completion Date	Score
	Hold a current IAAP Certification (i.e., CAP as prescribed by the new curriculum)	Cert Exp Date	
			0
	Download the Member of Excellence Commitment form; sign and date the form	Date Signed	
	Insert date signed in Column D.		0
	3. Actively participate in the IAAP web community forum discussions or write an article during the current fiscal year (minimum 200 words), and have it published in an IAAP publication (chapter, division, or international level.) Recommending another author's article does not qualify.	Number Posts OR Date Published	
	Enter number of posts OR Date article was published in Column D.		0
	4. Attend at least one professional educational workshop, seminar, webinar or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.	Date Attended	
			0
	length) from an accredited college or university or hold a Microsoft certification earned within the last five years.	Date Acquired	
	Enter degree, certificate or equivalent name here and date acquired in D16		0
	6. Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.	Date Dues Paid	
	Enter the date you paid your dues in Column D.		0
	7. Serve as a chapter, division, or international officer, committee chair, or committee member. Serve on an international subcommittee or task force. Serve on a college/university advisory board for the office administrative program. (Any one of the above)	Term of Office	

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Criteria		Completion Date	Score
Enter your qualifying position here and the term in D22			0
Conduct a public presentation, program or training at least 60 minutes in length. (Note, YOUR PORTION of this needs to be one hour in length, and the presentation does not need to qualify for recertification points.		Date of Presentation	
Enter topic here and date presented in Column D.			0
9. Attend a minimum of eight (8) IAAP chapter, division or international sponsored meetings, programs or events (any combination; limit of two Headquarters training webinars can be included here, per fiscal year.) These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.		Dates of Meetings	
			0
Recruit at least one new member		New Member Join Date	
			0
Integrate IAAP membership and involvement into annual performance plan or review		Performance Plan Date	
Enter DATE of performance plan/review in Column D.			0
GRAND TOTAL =			0
Required =			8