



Certification Renewal Credit Activities

Credits	Activity	Notes/Supporting Info Required	Description/Comments	Date Earned	Credits Claimed
AAP Involvement					
3	Each National Board meeting attended	Attendance will be verified by NBM minutes			
3	Each new member referral				
5	Each annual general meeting attended	Attendance will be verified by AGM minutes			
2	Each branch meeting attended	Proof of registration/attendance (e.g., receipts from PayPal, Eventbrite or similar service used by Branch) or a completed <i>Branch Events Tracker</i> must be provided.			
5	Each year of membership in AAP since initial certification or most recent certification renewal	Maximum 15 credits			
Leadership Activities					
5	Each year served on the AAP National Board of Directors				
5	Each year served on an AAP Branch Executive				
3	Each year as a member of an AAP National committee	Examples, assisting with National events or ad hoc activities, preparation of MALink newsletter, etc.			
3	Each year served on an AAP Branch committee	Different from Branch Executive			
5	Each year in a National Coordinator position				
Professional Development Programs					
5	Professional workshop or seminar attended - one or more days in length	Related to administration profession; includes National/Branch annual seminars/workshops. Multi-day events are counted as one. Proof of registration/payment must be provided.			

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3	Professional workshop or webinar - 3 hours or half day in length	Related to administration profession. Proof of registration/payment must be provided.			
10	Credit course	Admin profession related courses offered by colleges and universities of at least three credit hours. Transcript must be provided.			
3	Non-credit, part-time studies course	Transcript, certificate or proof of registration to be provided			
2	Professional training session or webinar - 1 to 2 hours in length	On-the-job or other training sessions (i.e., new software/computer training, webinar, WHMIS, etc.). Description of training received and proof of registration/payment must be provided.			
Presentations					
2	Presentation/speech (office administration related topics)	A copy of the presentation/speech must be provided.			
1	Presentation/speech (professional/personal development)	A copy of the presentation/speech must be provided.			
Publications					
5	Per office administration related article published in a professional journal	Article published on office administration in a professional journal/magazine such as Your Workplace, HR Personnel Management, etc. A copy of the article must be provided.			
4	Each year serving as National or Branch/MAL newsletter editor				
2	Per professional administration related article in a newsletter (Communiqué, Branch/MAL newsletters, work newsletter, etc.)	A copy of the article must be provided.			
Experiential Learning					
1	Per workplace committee/year	Maximum 3 credits			
3	Per year of office administration employment	Names and dates of employer(s) must be provided			
3	Per networking session/meeting	Attended on behalf of the Association (e.g., Business Women's Group, Chamber of Commerce, etc.). A brief description of the networking session must be provided.			

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Community Involvement					
3	Per year of volunteer work in the community	List each organization as a separate activity. Briefly describe the volunteer role you hold with each. Maximum 9 credits.			
1	Organizing a special event	Must be the main organizer or an integral part of a team that planned a significant special event. Briefly describe your role and the event.			
5	Community award/recognition	Special recognition outside work. A copy (if paper-based) or description of the award must be provided.			
3	Community, provincial or National Board involvement	Serving on a community (or National) volunteer executive committee or board. Documented proof of your involvement in the committee must be provided.			
1	Major fundraising event	Participation in a community or National fundraising event			
Innovation/Recognitions					
5	For each office innovation implemented	Significant, innovative office program, practice or policy. A description of the innovation must be provided (maximum one page), as well as a note/letter from the employer to in support.			
5	Work related award	A copy (if paper-based) or description of the award received must be provided.			
Total credits claimed					0