



The CPS®/CAP® Society of Texas
Application for Exam Reimbursement
(Please type or print neatly on this form only)

The Certified Professional Secretary®/Certified Administrative Professional Society of Texas will award one (1) scholarship in each of the three (3) test categories (a total of three awards) to qualifying applicants in June 2009 and in December 2009. The award is to help cover the cost of the CPS exam (\$210), the CAP exam (\$260) and the CAP Part 4 only (\$120), and the cost of the books (with receipt).

The requirements are:

1. The applicant must be an active **IAAP member** in good standing for a period of a minimum of 6 months prior to the submission of the exam reimbursement form.
2. Only one reimbursement awarded per person; if you've already received a reimbursement award from the Society, you are not eligible.
3. You must not have received a reimbursement from any other company, employer, institution or organization.
4. The award recipient will need to provide original receipts.
5. The award recipient will also need to provide a copy of their "passed" certification test results.

Applicants will be judged on the basis of educational objectives, scholarship, and character—award is given 2 months after the exam date.

Name:	
Permanent Address: Street, City, State, Zip	
Day Telephone	Evening Telephone
Scholastic History:	
What is your chosen field of study? _____	
Briefly describe why you have chosen this field:	
Leadership and Character: Briefly describe leadership and character activities including honors received, awards or any office held.	

(over)

Why is it important to you to receive this award?

Have you received any financial aid for the exam or books?	Please check one:	
	Yes	No
Do you have original receipts for your expenses?		
Signature of Applicant (by signing this you are affirming all the information on your application is correct.)		
Date		

**NOTE: Applications for the exam must submitted via e-mail to
yvette.banuelos@cpscapsot.org
and must be received by noon on Friday, May 29, 2009 and for November, by
noon, Friday, November 13, 2009.**