

# Ensure Your Personal Growth, Job Security – and Success

SETTING THE STANDARD  
FOR ADMINISTRATIVE  
PROFESSIONALS  
GLOBALLY



**ASAP'S  
PROFESSIONAL  
ADMINISTRATIVE  
CERTIFICATION OF  
EXCELLENCE**



# Let PACE Make 2017 the Biggest Year of Your Career!

## A Letter from the Director.



Dear Administrative Professional,

The Great Recession is officially over and the economic recovery is continuing. The lengthy downturn's effect on businesses worldwide has been profound – and today's workplace is dramatically different than it was in 2009.

Many of you have experienced change in your job. You may now work for a different executive... and have more to do... travel when asked to... handle unexpected new responsibilities... work for multiple bosses... put in longer hours, evenings and weekends... supervise junior level admins and assistants... you may have had to find a new job... the list goes on and on.

### IT'S A FACT IN 2017:

**Being an administrative professional or executive assistant is more challenging TODAY than ever before.**

Fortunately, you can get help. The American Society of Administrative Professionals (ASAP) has taken a giant step to ensure your ongoing personal growth, job security and success – with its exciting new educational credentialing program.

### WELCOME TO PACE, the Professional Administrative Certification of Excellence.

The PACE program offers administrative professionals like you a comprehensive and relevant learning option that assures you'll keep your skills sharply honed and completely up to date.

Especially important, PACE training has been carefully designed so that it won't be burdensome or hard for you to commit to.

In fact, it allows you to keep up with your busy work schedule... with flexibility to study online when you want to... at your own speed... any time of the day or night... and to take the final PACE Certification Exam when you feel fully prepared... and ready for it.

And with your successful completion of the training course, you'll be designated – with a handsome, frame-ready certificate that cites your high level of expertise and knowledge – a PACE Professional!

Imagine how proud you'll be to receive congratulations from your boss, high-fives from your colleagues and recognition throughout your company.

And don't forget about your new business cards, email signature and LinkedIn profile, all updated with the designation PACE following your name!

Why not join the growing list of PACE Certified admins and assistants from around the world? Take the first step in making 2017 the biggest year of your career – sign up for the PACE program today!

Sincerely,

Judy Geller, Executive Director  
American Society of Administrative Professionals  
Professional Administrative Certification of Excellence

### PS: Questions?

For additional details, go to  
[ASAPORG.COM/PACE17](http://ASAPORG.COM/PACE17)

OR CALL TOLL-FREE  
**1-888-960-ASAP.**

**We'd love to hear from you!**

# KUDOS...

## FROM OUR PACE CERTIFIED ADMINISTRATIVE PROFESSIONALS

Nothing we can tell you about the PACE Certification experience comes close to the sheer joy and pride expressed by administrative professionals who have decided to take charge of their careers and enroll in the PACE Certification program. Here are comments from recent newly-designated PACE Certified Administrative Professionals.

"I have been an administrative professional for over 30 years. When I learned I had passed, I was overjoyed. I couldn't wait to show the PACE certificate to my boss, who was very proud of me. Having those 4 letters after my name is a testimony to my accomplishment and commitment!"

~ **Debra Fair**, PACE, Executive Administrator  
Campbell Soup Company, Camden, New Jersey

"In addition to providing an educational format to increase my knowledge and skill levels, adding the PACE letters after my name will boost my credibility and respect factor – not to mention the career opportunities it can help open."

~ **Sarah Beattie**, PACE, Executive Administrator  
Lee Financial, Dallas, Texas

"Now that I have the PACE Certification, I'm finally being recognized for the knowledge I've obtained during my 18 year career. Honestly, I love having the letters by my name on my signature block!"

~ **Crystal Nix**, PACE, Office Manager  
City of Missouri City, Missouri City, Texas

"Enrolling in the PACE Certification and preparing for the exam gave me an opportunity to meet today's standards for administrative professionals. I've also become a resource for others in my organization which gives me high visibility and helps advance my career."

~ **Diane L. Ammons**  
PACE, Executive Assistant to Chief Operating and Clinical Officer  
University of Toledo Medical Center, Toledo, Ohio

"I look forward to the continuing education offered through ASAP to maintain my PACE certification. I know it will help me stay current on technology and teach me new tips and tricks."

~ **Bonnie Schutz**, PACE, Executive Assistant to the CEO  
Spinnaker Support, Greenwood Village, Colorado

"After I passed, I was elated! My boss high fived me when I showed him my PACE certificate, and my company recognized me for my accomplishment."

~ **Elaine Gagne**, PACE, Executive Assistant  
Ocean State Job Lot, North Kingstown, Rhode Island

"I coordinate training for all the administrators at my company and have found the time and money invested in a PACE certification is well worth it. I recommend this program to all the admins in my company – and elsewhere."

~ **Veronica Ingram**, PACE, Executive Assistant to the CEO/Board  
Alliance Behavioral Healthcare, Durham, North Carolina

## Why Become PACE Certified?

- **YOU SHOW** that you are eager to learn and advance in your profession.
- **YOU DEMONSTRATE** your skills and experience by passing a comprehensive exam.
- **YOU ARE** immediately viewed as a more valuable employee.
- **YOU GAIN** recognition among your peers for your determination and drive.
- **YOU JOIN** tens of thousands of accredited business professionals all around the world who are formally recognized as the best in their professions.
- **YOU CAN** proudly say to the world, "I'm a PACE Professional."



**Hundreds certified worldwide and growing!**

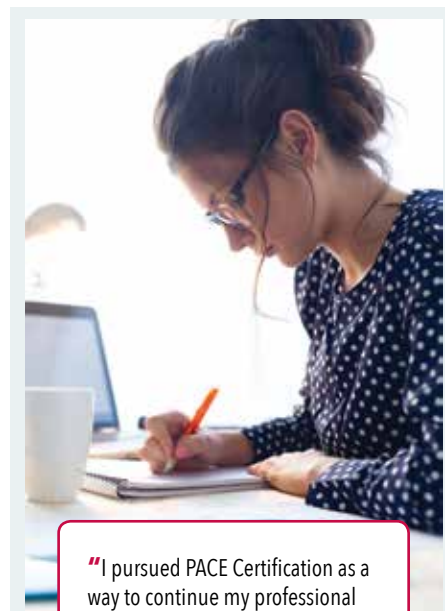
Administrative professionals who desire the chance to grow and be recognized proudly display their PACE Certificates. **Why not join them?**

**CALL TOLL-FREE: 1-888-960-ASAP**

to learn how you can become a PACE Certified Administrative Professional.

# Why PACE is the Preferred Training and Certification Program for Administrative Professionals

PACE Certification	Other Admin Certifications
No eligibility requirements.	Complex multi-level eligibility requirements based on both education and experience.
No membership fees. Certification costs just \$349.	Membership typically costs \$150 plus exam fees of \$350. Non-member pay up to \$525.
No additional cost. Enrollment includes free self-study materials, video overviews and 3 opportunities to pass the exam.	Study guides cost from \$99-\$269, with additional fees each time you take the exam.
No requirement to purchase additional study materials or join study groups.	Study groups are organized and recommended. Additional texts and supplement may be required.
Global Certification for all English-speaking admins and assistants.	Exams are typically US-centric with occasional testing in international locations.
Study materials and exams available on-line. No need to travel to proctored exams at limited locations.	Exams are live in limited locations on limited dates.
Review sessions always offered to ASAP conference attendees.	Live review classes are typically not available.
Exam results available immediately. Certificates easily downloaded.	Varies.
Recertification every two years for just 24 hours (2.4 CEUs).	Recertification only occurs every 5 years for 60 points/hours and costs up to \$100.



"I pursued PACE Certification as a way to continue my professional development on my own terms. Completing the program made me feel accomplished, and I proudly display the PACE Certification seal on my LinkedIn profile."

~ **Monica Yanda**  
*PACE, Executive Assistant*  
 Berkeley Research Group  
 New York, New York



## PACE is Coming to Las Vegas!



**September 17-20, 2017**  
 The Venetian Las Vegas

Attend ASAP's Administrative Professionals Conference on **September 17-20, 2017**, at **The Venetian Las Vegas** – and plan to enroll in the one-day, pre-conference, live **PACE** Preparation Course, followed by the option to take the **PACE** Certification Exam immediately, or at a later date.

It's your total-immersion opportunity to review your coursework in a live setting with an experienced admin professional, take the Certification Exam – and get **PACE** Certified.

## 4 Easy Ways to Enroll in PACE



**Online:**  
[ASAPORG.COM/PACE17](http://ASAPORG.COM/PACE17)



**Email:**  
[info@asaporg.com](mailto:info@asaporg.com)



**Toll-Free Phone:**  
 1-888-960-ASAP



**Mail:**  
 PACE Certification  
 121 Free Street  
 Portland, ME 04101 USA

For more information, go to: [apcevent.com/pace](http://apcevent.com/pace) or call toll-free: **1-888-960-ASAP**

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