

PORTABLE CERTIFICATES

CERTIFIED EXECUTIVE ADMINISTRATIVE PROGRAM (CEAP DESIGNATION)

Certified Executive Administrative Professional (CEAP) Designation

21st Century Administrative Professionals are dynamic, highly skilled and in-demand. Are you standing in the forefront of your excellence? A professional development plan can help you reach your goals. Create your plan and chart your progress towards obtaining your **CEAP Designation**.

8 CORE MODULE COURSES (REQUIRED)

Registration into the cohort will secure a seat for all eight sessions.

L1M1: Be a Star Achiever	<input type="checkbox"/> Registered	<input type="checkbox"/> Completed	Date:
L1M2: Star-Achieving Techniques		<input type="checkbox"/> Completed	Date:
L1M3: Building a Star Partnership		<input type="checkbox"/> Completed	Date:
L1M4: Reaching Stardom		<input type="checkbox"/> Completed	Date:
L2M1: Be a Shining Star		<input type="checkbox"/> Completed	Date:
L2M2: Give a Stellar Performance		<input type="checkbox"/> Completed	Date:
L2M3: Stellar Collaboration		<input type="checkbox"/> Completed	Date:
L2M4: Future Focused Star Performer		<input type="checkbox"/> Completed	Date:

L&OD Recommendations

After achieving **CEAP designation**, participants can join the national **CEAP Network**. See page 64 for information on the network.