

APPLICATION FOR DESIGNATION AS A  
**Professional Administrator (P.ADM.)**

Name \_\_\_\_\_  
Surname Given Names

Home Address \_\_\_\_\_  
Street City Province Postal Code

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone: ( ) ( ) \_\_\_\_\_  
Residence Business

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

ICSA Member?:  Yes  No

**REQUIREMENTS**

Chartered Secretaries Canada confers the professional designation P.ADM. on professional administrative practitioners who:

- 1) are currently working as an administrative practitioner in an appropriate position;
- 2) have a minimum of three years' experience as an administrative practitioner with competencies in a cross-section of administrative functions and activities; and
- 3) have successfully completed each on-line knowledge assessment with a minimum passing grade of 50%

Persons holding the P.ADM. designation are required to maintain their membership in good standing with Chartered Secretaries Canada.

**WORK EXPERIENCE** – as an administrative practitioner in an appropriate position

**PRESENT EMPLOYER**

May we contact?  Yes  No Telephone: ( ) \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Address \_\_\_\_\_  
Street City Province Postal Code

Current position (Title): \_\_\_\_\_

Start Date: \_\_\_\_\_ No. of Employees supervised: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Previous position with same employer (Title): \_\_\_\_\_

Start Date: \_\_\_\_\_ No. of Employees supervised: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Duties or description of major responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## Core Competencies Knowledge & Skills Identification Form

for \_\_\_\_\_

Please assemble and submit evidence of competent performance. Evidence or measurement tools of competence can be derived from the workplace or from other areas of professional activity in which you are involved. Examples of evidence or measurement tools of competence include but are not limited to:

1. EDUCATION: post secondary courses; workshops & seminars; self study courses
2. PARTICIPATION: committee & community involvement; media articles, interviews, news releases; reports, presentations; workshops, seminars, strategic planning session; budget development & presentation; performance evaluations – given and taken
3. JOB DESCRIPTION: position profile; organizational chart
4. ADVOCATE ENDORSEMENT: independent endorsement of applicant's achievements and abilities by a person who knows the applicant from work or elsewhere
5. DEMONSTRATED APPLICATION: reports, budget, published articles, news release, performance evaluations (given); knowledge of these and other processes and skill requirements
6. SKILLS MEASUREMENT: proven test results or certification
7. WORKING KNOWLEDGE OF RELATED LEGISLATION: proven by stated examples
8. DEMONSTRATED PROFESSIONAL, PERSONAL & TEAM DEVELOPMENT: committee chair; instructor; member participation in professional organization; facilitator, coordinator

Once you have generated the evidence, and listed the forms and sources below, organize the evidence into a Portfolio and submit with this application.

Core Competencies	Knowledge & Skills	Forms & Sources of Evidence
<b>Corporate Operations</b>  <i>Please provide 4 of 7</i>	1 By-Laws, Regulations & Policy	_____
	2 Knowledge & Records Management	_____
	3 Human Resources	_____
	4 Administration	_____
	5 Risk Management and Insurance	_____
	6 Business Continuity Planning	_____
	7 Technology	_____
<b>Legal</b>  <i>Please provide 3 of 5</i>	1 Contract Law	_____
	2 Corporate Compliance	_____
	3 Governance	_____
	4 Intellectual Property	_____
	5 Taxation	_____
<b>Finance &amp; Budgeting</b>  <i>Please provide 3 of 5</i>	1 Financial Statements	_____
	2 Accounting & Budgeting	_____
	3 Monitoring & Evaluation	_____
	4 Reporting & Accountability	_____
	5 Audit	_____
<b>Communications</b>  <i>Please provide 1 of 2</i>	1 Oral Communication	_____
	2 Report Writing	_____
<b>Management Support</b>  <i>Please provide 4 of 7</i>	1 Understanding Change	_____
	2 Facilitation, Leadership & Teams	_____
	3 Working with People & Decision Making	_____
	4 Managing Meetings	_____
	5 Managinng Time	_____
	6 Ethics	_____
	7 Negotiations	_____
<b>General Management</b>  <i>Please provide 2 of 4</i>	1 Benchmarking & Best Practices	_____
	2 Strategic Planning	_____
	3 Project Management	_____
	4 Change Management	_____

## THE PROFESSIONAL ADMINISTRATORS CODE OF ETHICS

The Professional Administrator:

- Is honest and impartial, loyal to associates, employer, client, subordinates and the public, and is respectful of the personal dignity of all;
- Applies knowledge and skill to maintain high standards of professional integrity in responsible actions;
- Promotes competence and accountability in the interest of professionalism and the public interest;
- Remains consistently supportive of innovative ideas and open communication;
- Promotes the principle of recognition for those whose performance make a worthwhile contribution;
- Supports the principle of fair and impartial judgment;
- Exhibits leadership in continuous learning;
- Treats every individual with courtesy, respect and dignity; and
- Acknowledges that subscribing to this code imposes a shared obligation with other Professional Administrators to maintain these standards

31 August, 2004

I authorize Chartered Secretaries Canada to confirm the data on this application form and, if accepted as a Professional Administrator, I agree to abide by the intent of the Code of Ethics.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Applicant's Signature*

Mail the completed form and supporting documentation to the Director of Education at:

**Chartered Secretaries Canada**  
202-300 March Road, Ottawa, ON Canada K2K 2E2  
T 613-595-1151; 1-800-501-3440. • F 613-595-1155 • info@icsacanada.org • www.icsacanada.org

### PRIVACY STATEMENT

All information provided in this form will be used by the Institute's administrative staff solely for the verification of the applicant's qualifications for the P.ADM. designation. The provision of personal data by means of this form is entirely voluntary. Personal data is not disclosed to any un-related third-party in any fashion, and is used solely for the purpose(s) outlined herein.

**REFERENCE LETTER**

**for the Professional Administrator (P.ADM.) Designation**

**What makes a P.ADM.?**

The exercise of responsible and ethical administrative stewardship is crucial to the success of any organization. Professional Administrators are the individuals who possess the knowledge and skills necessary to fulfill this role. The P.ADM. designation confirms this experience and certifies competence.

Today, granting of the P.ADM. designation constitutes professional recognition of the applicant's qualifications to be a corporate, public sector, or not-for-profit administrator. Chartered Secretaries Canada has the exclusive right to designate properly qualified persons as Professional Administrators. Such persons may use the post nominals "P.ADM."

The responsibilities of Professional Administrators vary greatly. However, among their most important attributes are versatility, broad business knowledge, and administrative ability. A qualified administrative practitioner contributes to the effectiveness of business operations.

**Does this describe the applicant?**

· PLEASE NOTE: THREE (3) REFERENCE LETTERS ARE REQUIRED ·  
(please make photocopies of this page)

Confirmation of \_\_\_\_\_ 's experience as a corporate, public sector, or not-for-profit administrator in an appropriate administrative position.

Your name has been given by the above-mentioned applicant as a reference in confirmation of his/her administrative competence.

The applicant in question is applying for the designation "P.ADM." (Professional Administrator). This designation is granted in recognition of successful completion of the *Test of Competence in Professional Administration* and experience acquired in responsible and ethical administrative stewardship. The designation is granted by the Institute of Chartered Secretaries & Administrators in Canada in accordance with established criteria.

Please provide the information requested below and return this reference letter to the applicant at your earliest convenience.

\_\_\_\_\_

As provided by: \_\_\_\_\_  
*(Name of Person supplying reference)*

Applicant's Company or Organization: \_\_\_\_\_

Applicant's Position Held: \_\_\_\_\_

Brief description of duties and responsibilities (please provide any additional information or achievements of the applicant which you feel may be of significance);

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF ADDITIONAL SPACE IS REQUIRED, PLEASE FEEL FREE TO ATTACH ADDITIONAL PAGES.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please provide a phone number where you can be contacted during the day: ( \_\_\_\_\_ ) \_\_\_\_\_

***Confirming Experience***

***Certifying Competence***