

**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***