

Take yourself to the next level of professionalism



PROFESSIONAL ADMINISTRATOR (P. ADM.) DESIGNATION

About ICSA Canada

The Institute of Chartered Secretaries and Administrators (ICSA) Canada was established in 1920 and has over 1,000 members with representation in every province as well as Bermuda and the Caribbean.

As the Institute for corporate secretaries and professional administrators in Canada, ICSA is committed to strengthening and advancing good governance procedures and the efficient administration of all organizations in the corporate, government and not-for-profit sectors.

For more information or to register now, please [click here](#).

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 important role.

What is the program?

The P.Adm. program and designation confirm your knowledge, experience and dedication as an administrator. The designation is affordable to maintain on an annual basis and demonstrates your commitment to professional growth.

Becoming a certified Professional Administrator (P.Adm.) will:

- Enhance your value to clients and employers;
- Demonstrate your commitment to excellence in administrative practices;
- Increase your credibility in the marketplace; and
- Expand your career potential.

How does the program work?

Delivered in a self study format and assessed by a multiple choice exam, the program covers the [major competencies](#) needed to navigate professional administrator landscape, including:

- Corporate Operations
- Legal
- Finance
- Management

Once you have successfully completed the program and have 3 years of appropriate work experience, you will become a [Professional Administrator \(P.Adm.\)](#).

**Contact us today to learn more about
the P.Adm. Program!**

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