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New Certified Professional Secretary Examination Testing Site in Dayton

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University of Dayton has been selected as a test site for the certified professional secretary examination given annually by the Institute for Certifying Secretaries of the National Secretaries Association International.

The test will be administered on the campus May 6 and 7, according to Velma Gooch of the NSA's local Wings chapter.

In past years, Dayton area secretaries wishing to become certified through this examination have had to travel to Columbus or Cincinnati, the nearest test centers.

Applications from area secretaries to take the test must be made by Dec. 1. Forms can be obtained from Miss Mary Hamilton, 810 Knott Bldg., or from the Institute for Certifying Secretaries, 1103 Grand Avenue, Kansas City 6, Mo.

The examination is based on an analysis of secretarial work, with emphasis on judgment, understanding, and administrative ability gained through experience.