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UNIVERSITY OF DAYTON SELECTED AS EXAMINATION CENTER FOR CPS EXAMINATION

DAYTON, Ohio, April 9, 1970 — University of Dayton, Dayton, Ohio, will serve as an examination center for the 1970 annual Certified Professional Secretary Examination to be administered Friday and Saturday, May 1 and 2, it was announced by Mrs. Velma Miller, Associate Professor and Chairman, Secretarial Studies Department.

The University of Dayton will be one of 116 centers for the two-day, six-part examination, which approximately 2,200 secretaries will take throughout the United States, Canada, and Puerto Rico.

To date 4,638 have earned the right to use the CPS designation by passing the six parts of the examination: Personal Adjustment and Human Relations, Business Law, Business Administration, Secretarial Accounting, Communications & Decision Making, and Secretarial Procedures.

The examination is open to all secretaries who meet certain educational requirements in combination with specified years of verified secretarial experience.

Applications for the 1971 examination are now being accepted by the Institute for Certifying Secretaries, 1103 Grand Avenue, Suite 410, Kansas City, Missouri, 64106.