

UPCOMING CHANGES TO THE IAAP CERTIFICATION PROGRAM

Effective November 2011

IAAP's Certification Program will be changing **effective November 2011**. In an attempt to answer as many questions as possible, we've developed this question & answer sheet. We're excited about the upcoming changes, and we hope that you will be too. Our goal, as always, is to maintain a vibrant program that's marketable to the professional community. These changes will help us achieve a much simpler system of expansion with an understandable and easier to explain certification program. If you still have questions after reviewing this sheet, email certification@iap-hq.org.

What ratings will now be available from IAAP?

IAAP is moving from a two rating system to a one rating system, with areas of specialty. The base rating will be Certified Administrative Professional, the **CAP** rating. We will also offer a specialty in Organizational Management, the **CAP-OM**.

When is this change effective?

November 2011.

How will this change affect me if I am currently certified?

Effective November 2011, all active CPS ratings will be changed to **CAP**, and all active CAP ratings will be changed to **CAP-OM**.

Will the exam format change?

Yes, the CAP exam will become a **one-part exam**, testing similar material to our current three-part exam. The CAP-OM exam will also be a **one-part exam**, testing similar material to the current Part 4 of the CAP exam.

Will additional specialty areas also be offered?

Yes, in the future, there could be a specialty in technology and software, or in medical administration, and more. At least one year's advance notice will be given prior to each specialty designation being available.

When will the Certification Review Guide be updated?

The preliminary exam outlines are available now; we anticipate new sample questions and an updated bibliography by November 2010.

Will review materials be available to study for the new November 2011 exams?

We will provide both Pearson/Prentice Hall and Metcalf Education with the revised examination outlines by November 2010. Once they give us a revision schedule, we will share that information.

Please keep in mind, the IAAP certification exams are not written from the review materials. The exams are written from the college texts listed in the Certification Review Guide. The review materials are intended as an aid to review something you already know, and are not intended to teach everything that is on the exams.

Who will be eligible to take the new CAP exam?

Applicants with no college degree will need four years of verified administrative experience; applicants with an associate degree will need three years of verified administrative experience; and, applicants with a bachelor's degree will need two years of verified experience. All experience must be within the past fifteen years, and must include twelve months continuous with one employer within the past five years. All experience requirements must be met prior to applying for approval to take the CAP exam.

Will students be able to take the CAP or CAP-OM exam?

Students will be eligible only if their experience requirements have been met at the time they apply.

If I am a new candidate, how do I attain the CAP rating and the specialty designation?

You can first apply to take the one-part CAP exam, and then after attaining the CAP rating, come back and apply to take the one-part Organizational Management specialty exam.

OR

You can apply initially as a candidate for the CAP-OM, and take both the one-part CAP exam and the specialty Organizational Management exam at the same time.

Will the exams still be multiple choice?

Yes. There is no change in the testing format.

How many questions will be included in the exams?

The one-part CAP exam will be 300-350 questions.

The one-part Organizational Management exam will be 150-170 questions.

FOR CURRENT CANDIDATES

How will these changes affect current CPS and CAP candidates?

Current candidates, and those applying for the November 2010 and May 2011 exams, will have through May 2011 to complete all parts of the existing exams.

After the May 2011 exams, any CPS or CAP candidate who has passed only one part will automatically be moved to the new CAP exam; any candidate who has passed two parts will be given through November 2011 to complete their final parts.

Complete details will be provided individually to all eligible retake candidates before both the May 2011 and November 2011 exams.

UPCOMING CHANGES TO THE IAAP RECERTIFICATION PROGRAM

How will the recertification requirements change?

Here is a list of the largest changes to IAAP's recertification program:

- The **number of points required** for recertification will be **reduced** from **90 to 60**.
- The **Experience** category will be renamed "**Other Certifications**." 5 points will be awarded for each certification, up to a maximum of 20.
- The **Leadership** category will award points for officer or chair positions for committees **active for at least 7 of the 12 months in the IAAP year**. 5 points will be awarded for each position held, up to a maximum of 20.
- The **Education** category will be renamed **Continuing Education** and will tightly follow the **exam outline**; credit will only be given for education in these areas. 30 points will be a minimum requirement in this area.
- The **Workplace Projects** category will be eliminated.
- The **Elective** category will be eliminated.

When will these changes become effective?

These changes are effective **immediately**. However, the Certification Department will accept applications under either the new guidelines or the old guidelines until **April 1, 2011**.

What topics are covered in the exam outline?

While it's impossible to be exhaustive in a document such as this, the general categories are:

- Computer hardware, systems & configuration
- Document layout, design & reproduction
- Software
- Managing Physical Resources
- Records Management
- Communication
- Human Resources
- Accounting Procedures & Analysis
- Time Management
- Organizational Planning
- Advanced Administration
- Team Skills
- Advanced Communication

How does this change affect programs that chapters and divisions submit for recertification credit?

With the elimination of the Elective category, chapters and divisions should adhere closely to the exam outline when submitting programs for recertification approval. Look for new application documents soon from the Certification Department.

What IAAP committees “count” in the Leadership category?

With a very few exceptions, the committees recognized and tracked by the Membership Department will count as fulfilling the requirement. Please consult the “Officers & Committee Chairmen” listing, Document #531 in the Web Community Resource Library, for a list. As a general rule, the committee must be a standing one (active for at least 7 of 12 months) and its work must be far-reaching; not limited to a singular, time-based project or event.

Why is IAAP changing the requirements for recertification?

There are many reasons for the changes. First, to bring our program more in line with generally accepted standards for recertification across the board; most programs require 60 hours per recertification period. Over the years, we have also noticed the frustration applicants have had with the nebulous quality of some of our recertification categories. This change attempts to combine these two changes to make for a more tightly defined program that adheres more closely to accepted principles.

Here is a table showing the current system and the changes

Previous Recertification Categories & Points		Revised Recertification Categories & Points	
Points Required	90	Points Required	60
Category Title	Max Points Allowed	Category Title	Max Points Allowed
Education	90 Points (Minimum 30)	Continuing Education	60 (minimum 30)
Experience	30	Other Certifications	20
Leadership	30	Leadership	20
Elective	30		