

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. The Recertification Program Application, Directions and What Counts and What Doesn't Count have all been revised and are available on the website and in the web community.

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		