



**Brenda Hix**  
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## Why Certification ?

Professional certification shows employers, clients and associates that you are committed as a **professional**.

Certification is a **mark of excellence** that you carry with you everywhere you go.

Certification provides **opportunities** to enhance your career success through:

➤ **JOB ADVANCEMENT** – Certification gives you a competitive edge for promotion and hiring.

➤ **SALARY** – A recent IAAP membership profile study shows that CPS holders earn an average of \$2,228 more per year than those who do not have certification.

➤ **PROFESSIONAL SKILLS** – You will learn more about office operations and build skills by studying for and taking the CPS or CAP exam.

➤ **ESTEEM** – Attaining certification demonstrates to your employer and yourself that you are committed as a professional.

➤ **COLLEGE CREDIT** – Many colleges and universities offer course credit for studying and passing the CPS and CAP exams.

➤ **CERTIFICATION CONFERENCE** - Receive the benefit of annual state-of-the-art education forum and networking with other professionals in the administrative field.

### Part 1-3 CPS® / CAP® Exam

- **Office System & Technology** - 12% computer hardware, systems and configuration, 16% document layout, design and reproduction; 60% software, 12% managing physical resources.
- **Office Administration** – 28% records management, 72% communication.
- **Management** – 48% human resources; 16% accounting procedures and analysis, 12% time management, 24% communication

### Part 4 CAP® Exam

- **Advanced Organizational Management** – 28% organizational planning; 24% team skills; 24% advanced communication.

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*Please contact Brenda regarding detailed information about study groups, exam fees and dates of exams, etc.*

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