

Certification Information

THE CAREER ADVANTAGE

If you're looking for ways to help you get ahead in the workplace, stop here. IAAP offers two professional ratings for office professionals. The Certified Professional Secretary and Certified Administrative Professional ratings are the industry recognized standards of proficiency.

You'll improve your professional qualifications, increase your skills and knowledge and raise your self-esteem by taking and passing the exams. You may also obtain college credit and, according the latest survey from OfficeTeam, get up to a 7 percent increase in salary.

The CPS and CAP exams are based on the premise that an administrative professional should have basic knowledge of office systems, technology, office administration, and management, and know how to apply the principles of good human relations and communications. Some of the examinations are based on knowledge acquired by the office professional through formal education and informal reading. Employers also expect their admin to be thoroughly familiar with current techniques in office practice and procedures and aware of developments in office systems and technology.

Why wait? Do something for yourself and your career today. Get certified!

EXAM INFO

The CPS and CAP exams are administered on the first consecutive Friday and Saturday every May and November.

Part 4 of the CAP exam is administered on Friday afternoon. Parts 1-3 of the CPS and CAP exams are administered on Saturday.

Note: Certain international centers have been approved to administer the CPS and CAP exams on days other than Friday and Saturday. Refer to the Exam Centers Listing for exam days.

Below is a list of items that can be found at www.iaap-hq.org under Professional Development.

Certification Application Packet
Certification Review Guide
Exam Centers Listing
Job Function & Employer's Statement
Review Materials and Courses