

Technology Applications specialty

FAQ



Specialty
Earned
Administrative
Professional

How do I attain the Technology Applications specialty?

First, you need to have an active CAP rating to be eligible for this specialty. Then the Technology Applications specialty is earned through a combination of taking three of the Options Technology programs, and then attaining Microsoft certification in one of those three areas. Once that is complete, you submit the application, fees and backup documents for the Technology Applications specialty.

How far back can I go on the Options Technology training and Microsoft certification?

Two years

Can I take the Microsoft certification exams through IAAP?

No, IAAP does not administer the Microsoft exams. When purchasing the Options Technology modules you can also purchase a Microsoft exam voucher for a 10 percent discount.

I have some Microsoft certifications now, but did not take the Options Technology training. How does that affect me earning the Technology Applications specialty?

Your current Microsoft certifications would not apply to this specialty; however, you could do three of the Options modules in another area and get Microsoft certification in one of those areas.

Is the Technology Applications specialty required to maintain my CAP rating?

No; however, you will earn points for your CAP recertification by attaining the specialty.

Do I have to recertify the Technology Applications specialty?

No; as long as you maintain your CAP rating you will keep the specialty.

Can I use previous Options Technology training for the Technology Applications specialty?

If the Options Technology training was in the past two years it can be used for part of the specialty requirements.

Can I use previous Microsoft certifications for the Technology Applications specialty?

If you earned the Microsoft certification within the past two years, and if you first completed the Options Technology training in that area (also within the last two years), you can use previous Microsoft certifications.

To learn more about the Options Technology program, visit
www.iaap-hq.org/events/options.