

# Important Information To Know About Professional Certification From IAAP®

## Why Certify?

- Marketability - advancement/hiring
- Proof of professionalism/skills
- Bargaining power for salary/bonuses
- College credit
- Pride in accomplishment
- Greater respect from employer/peers
- Certification seminar & academy

## Which Certification Should I Attain?

- CPS is more widely recognized
- CAP is advanced certification
- New CAP candidates do not receive the CPS rating upon passing Parts 1-3 of the CAP exam

## Attaining Both Certifications

- Pass CPS Certification Requirements
- Existing CPS holders are exempt from taking Parts 1-3 of the CAP exam
- Fees for CPS Holders taking only Part 4 of the CAP exam:
  - \$120 – IAAP members
  - \$160 – nonmembers

## Examination Fees

### CPS

IAAP Members

- \$ 50 processing fee
- \$160 all three parts
- \$ 60 each retake part

Non-members

- \$ 85 processing fee
- \$250 all three parts
- \$100 each retake part

### CAP

IAAP Members

- \$ 50 processing fee
- \$210 all four parts
- \$ 60 each retake part

Non-members

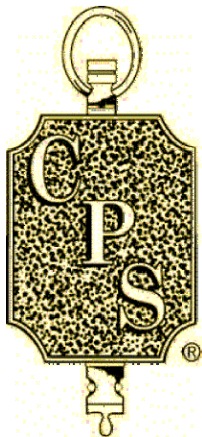
- \$ 85 processing fee
- \$300 all four parts
- \$100 each retake part

## How to Apply

- Download application packet  
<http://www.iaap-hq.org/prodev/certification/CertAppPacket.pdf>
- Deadline
  - February 15 for May exam
  - August 15 for November exam

## When/Where Exams Are Written

- First Friday and Saturday of May and November
  - Saturday - Parts 1-3 of CPS and CAP exam
  - Friday - Part 4 of CAP exam
- Exam Centre - College of the North Atlantic,  
Prince Philip Drive



## Years of Experience Required

- 4 years' with high school diploma
- 3 years' with Associates Degree\*
- 2 years' with Bachelors Degree

*\*College diplomas in Newfoundland may be equivalent to Associates Degree - college can submit transcript for verification*

## If you have no experience

You can apply (for CPS only) prior to having experience IF:

- Currently working in an administrative position
- A full-time student in related program
- A business educator with 12-months' experience in past 15 years

Experience requirements must be met before writing CAP exam

## Tips to assist you in preparing for the CPS and CAP exams

1. Obtain the latest *Certification Application Packet* for complete requirements, application forms, fees, etc. This *Packet* is available on the IAAP web site ([www.iaap-hq.org](http://www.iaap-hq.org)) under Professional Development > Certification > Exams. **Pay close attention to deadline dates and proper fees.**
2. Download and print the *Certification Review Guide* on the IAAP web site. This guide, which should be used to direct any course of study, includes the outline, bibliography, and sample questions. Comparing the outline with your own background helps you determine what course of study will work best for you.
3. Obtain at least one or two comprehensive textbooks in the areas tested (these are listed in the bibliography). Check public libraries, college libraries, publishers, online bookstores, etc., for these references. **It is important to use several sources when studying for the CPS and/or CAP exams.** References listed in the bibliography are actual college texts used to write examination questions.
4. Plan your study schedule for each area tested. Plan to spend 8-10 hours per week dedicated to intensive study of each area. If you have a good background in the areas tested, 2-4 weeks may suffice. Without a good background, candidates may need 3-6 hours of course work at the college level in the areas covered on Parts 1-3 of the CPS and CAP exams. For Part 4 of the CAP exam 6-9 hours of upper division management courses are recommended, or the equivalent in on-the-job management training courses.
5. If you prefer to study in a group, contact East Coast Admins Chapter at [info@eastcoastadmins.ca](mailto:info@eastcoastadmins.ca). If enough people are interested, study groups will be formed for applicants to help each other review the materials.
6. Review materials are available in various forms. These review materials are listed in the "References for Broad Overview" section of the *Certification Review Guide*. Prentice Hall has review manuals and self-study guides, a Computerized Study Guide, and an on-line review for Parts 1-3 of the CPS and CAP exams. Metcalf Educational Services has audio CD-ROMs, a PC tutorial, PC mock exams, and flash cards. (Keep in mind that these are intended strictly for review of materials previously learned. These materials are not intended to teach or to cover everything that will be on the exams. These materials are not used to write the actual examination questions. Any review materials should be used in conjunction with the bibliographic references listed in this Guide.) East Coast Admins Chapter has study materials available to lend to members.
7. Whatever methods of study are used, take notes, re-read chapters, highlight and make notes in the margins of books you have purchased. Quiz yourself after completing the study of each area.
8. After completing your initial study for an area, again compare what you've studied with the outline found in the *Guide*. Make sure all areas in the outline have been covered. Quiz yourself.
9. A few days before the exam, go over your notes again. Some candidates like to spend this time taking quizzes from the review materials they have used. Remember, you will not see those same questions on the exam.
10. Get a good night's sleep the night before the exam. If you are not familiar with the location of the exam center make a test drive to avoid any delays exam day. In Newfoundland, tests are done at the College of the North Atlantic on Prince Philip Drive.
11. Exam day is not the day to cram. Take time to calmly arrive at the exam center.
12. When the exam starts, listen carefully to the proctor's instructions. Properly fill out the answer sheets. Read each question carefully. Do your best.
13. After the exam, don't try to rehash how well you did. Enjoy the evening with your family and friends.
14. Relax and wait for the performance report that will be mailed to you approximately 45 days after the exam.