Assess Your Current Knowledge and Learning Style
Before preparing for the exam, print a copy of the IAAP CAP Body of Knowledge (BOK) and review each exam domain, performance outcome, and sub-point. If using the IAAP Study Guide (Available in October 2015), it will include an assessment to help you identify your strengths and weaknesses in each content area. Otherwise, you can create a similar assessment using a scale of 1-5 to determine how well you know each outcome and sub-point.

Your learning style is the way you learn best. HowtoStudy.com is one of many sites that can help you identify your learning style and suggest practical study tips and strategies that will work best for you based on your learning style.

Identify Your Resources
Not all materials are equal. Some materials are designed to review content you previously learned, while others are meant for teaching. For most candidates, a combination of review and teaching materials will be necessary. One thing is for sure, no one source will completely prepare an individual to sit for the CAP and nothing can guarantee a passing score.

Set Your Study Goals
To achieve exam success, you must create and commit to a schedule that provides for regular study periods. Get a calendar and block out study times. Consider forming or joining a study group to help you stay accountable. If you are a member of IAAP, you can connect with other candidates through the IAAP Web Community.

Study Environment
What kind of environment do you learn best in? Some individuals need their environment to be absolutely quiet because they find it difficult to tune out noises around them. Others require some amount of noise, such as music, to help mask other noises. Your location should be comfortable, allowing you to have easy access to your materials and supplies, and free from other distractions that may compete for your attention.

Managing Your Time
Spending an entire day cramming or studying for long periods of time without a break is counterproductive. You become bored and your mind begins to wander. Learn to recognize how long you can concentrate. Schedule shorter and more frequent study sessions or build in breaks if you are studying for longer periods of time.

Prioritize Areas to Study
To ensure you are spending an appropriate amount of time studying each area, focus on new or more difficult areas in the beginning when your mind is fresh.
Stay Organized
Keep all of your materials together so you avoid wasting valuable time. Find an organization method that works best for you. It could be a binder, a book bag, or a designated area within your home. Your study materials, computer or laptop, highlighters, pad of paper, etc., should all be kept together.

Study
Take notes, highlight terms and key concepts, reread information, review often, quiz yourself, and refer back to the CAP Body of Knowledge to ensure all areas have been covered. When taking notes, consider adding the date and referencing the resource, chapter, and page number for easy lookup later. If you can, review your notes with others. This allows you to explain the content to someone else in your own words or view the information from another perspective.

Preparing for Exam Day
• Avoid cramming the day before. Briefly review your notes and keep it light.
• If possible, take a test drive to the exam center to become familiar with the area.
• Lay out everything you need the night before—your car keys, identification, address of testing location, etc.
• Get a good night’s rest.
• Eat a healthy breakfast.
• Allow plenty of time to get to the testing center.

When you arrive:
• Relax. Don’t Stress. Breathe.
• Listen to the test administrator (TA) instructions.
• When you begin the exam, read each question carefully. Don’t dwell or overthink. If you don’t know the answer flag the question for later review, and move on. Avoid leaving questions blank.

After the exam:
• Don’t try to rehash how well you did. It’s now out of your control.
• Go home, relax and enjoy your evening.

Performance reports will be emailed approximately 30 days after the exam.