

Definition of Administrative Professional

The International Association of Administrative Professionals defines administrative professionals as individuals who are responsible for administrative tasks and coordination of information in support of an office related environment and who are dedicated to furthering their personal and professional growth in their chosen profession.

Certified Administrative Professional® (CAP®)

CAP is a Registered Trademark of the International Association of Administrative Professionals and is the acronym for the Certified Administrative Professional rating, a professional designation awarded by the Institute for Certification, a department of IAAP. To achieve the, CAP rating, one must have successfully passed an examination developed and administered by the Institute for Certification and have met the educational and secretarial experience requirements.

The rating evidences the fulfillment for a prescribed period of education, satisfactory secretarial experience and the successful completion of a one and one-half day comprehensive examination in the areas of Finance & Business Law (Economics, Accounting, Business Law), Office Systems & Administration (Office Technology, Office Administration, Business Communication), Management (Behavioral Science in Business, Human Resources Management, Organizations and Management), and Organizational Planning (Team Skills, Strategic Planning, Advanced Administration). , CPS holders are only required to take the Organizational Planning portion of the exam.