

CERTIFIED ADMINISTRATIVE PROFESSIONAL (CAP) QUICK REFERENCE CHECKLIST

MEMBERSHIP IN IAAP

National and Local Membership	<p>1. <u>Become a Member of the International Association of Administrative Professionals (IAAP)</u></p> <p>Departments are allowed to pay for your membership, but it is upon the department head's approval. Download the application http://www.iaap-hq.org/join. Once you become a member, you can apply for the exam at the member rate of \$200.</p> <p>National Membership: \$138 – Annual IAAP Dues \$15 – One Time Processing Fee TOTAL: \$153.00</p> <p style="text-align: center;">OR</p> <p>National & Local Membership: \$138 – Annual IAAP Dues \$ 25 – One Time Local Memphis Chapter (#445160) \$ 10 – One Time Division \$ 15 – One Time Processing Fee TOTAL: \$188.00</p>	<input type="checkbox"/>
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REGISTRATION FOR THE CAP EXAM

Minimum Requirements	<p>2. <u>Verify your Experience</u></p> <ul style="list-style-type: none"> • If you hold a <ul style="list-style-type: none"> – Bachelor's degree you need two years administrative experience – An Associate's degree you need three years administrative experience – A High School diploma or GED you need four years administrative experience • The experience must be within the last 15 years. • One year (12 months) of experience must be continuous with one employer within the last 5 years. • Each additional employer used on the application must be at least 2 months in duration. 	<input type="checkbox"/>
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Deadlines	<p>3. <u>Deadlines for the 2015 Exams Are Not Set</u></p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Spring Exam: March 2015</p> <p>Registration deadlines and exam dates have not been set. Check the IAAP website after August 1, 2014 for updated information.</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Fall Exam: September 2015</p> <p>Registration deadlines and exam dates have not been set. Check the IAAP website after August 1, 2014 for updated information.</p> </td> </tr> </table>	<p>Spring Exam: March 2015</p> <p>Registration deadlines and exam dates have not been set. Check the IAAP website after August 1, 2014 for updated information.</p>	<p>Fall Exam: September 2015</p> <p>Registration deadlines and exam dates have not been set. Check the IAAP website after August 1, 2014 for updated information.</p>	<input type="checkbox"/>
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Fees	<p>4. <u>Can you meet the exam fee requirement?</u></p> <p style="text-align: center;">IAAP Members - \$275 Non-Members - \$375</p> <p>Fees above represent the spring 2014 prices. These may change with the transition to the computer-based platform. Check the IAAP website after August 1, 2014 for updated information.</p> <p><u>EXAM FEES CANNOT BE COVERED BY THE UNIVERSITY</u></p> <p>**Reimbursement of up to \$150 may be requested from the Career Development Fund**</p>	<input type="checkbox"/>
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Application Process	<p>5. Visit http://www.iaap-hq.org/certification after August 1, 2014 to download and complete your application.</p>	<input type="checkbox"/>
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Application Process	<p>6. Visit http://www.iaap-hq.org/certification after August 1, 2014 to download the Job Function and Employer's Statement. Forward it to your employer(s) and give them a deadline to return the statement back to you.</p>	<input type="checkbox"/>
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Application Process	<p>7. Request for a copy of your transcript/degree (if you HAVE completed an associate/bachelor's degree). An unofficial transcript can be accepted.</p>	<input type="checkbox"/>
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Application Process	<p>8. Mail or Email your application, job function and employer's statement, transcript, & exam fee to:</p> <p>IAAP 10502 N Ambassador Drive, Suite 100 Kansas City, MO 64153</p> <p>OR</p> <p>E-mail: certification@iaap-hq.org</p>	<input type="checkbox"/>
CAREER DEVELOPMENT FUND		
CDF Application Process	<p>9. Apply for reimbursement from the CDF BEFORE your application and registration fee are mailed. It is recommended that you submit your CDF application as soon as you have decided to take the exam. It must be received by Angie McLemore in Knoxville at least 3 weeks before the exam is taken. No Exceptions.</p> <ul style="list-style-type: none"> - Download the application from http://www.tennessee.edu/cdf/application.html <p>Forward to:</p> <p>Angie McLemore Employee & Organizational Development 600 Henley Street 220 Conference Center Building Knoxville, TN 37996</p> <p>**\$150 maximum reimbursement**</p> <p>You will receive a letter from Knoxville regarding the status of your reimbursement application. Reimbursement is issued after the exam is taken.</p>	<input type="checkbox"/>
AFTER YOU HAVE RECEIVED YOUR EXAM RESULTS		
Report Status	<p>10. Submit a copy of your IAAP congratulations letter to your supervisor and send a copy to the HR Training Department, 910 Madison, Ste. 727.</p>	<input type="checkbox"/>