

The Key to Continued Professionalism

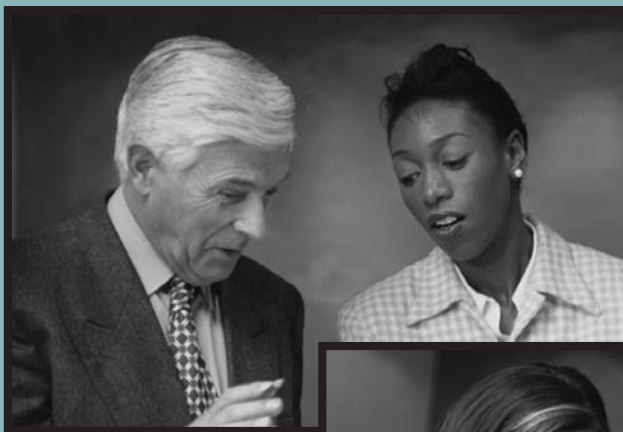
Certified Professional Secretary® (CPS®)

- and -

Certified Administrative Professional® (CAP®)



Recertification



Those who applied to sit for the CPS Examination after January 1, 1988, are required to recertify. All CAP holders are required to recertify.

For additional information, contact:

Certification Department
10502 NW Ambassador Drive
PO Box 20404
Kansas City MO 64195-0404
Tel 816.891.6600 • Fax 816.891.9118
E-Mail certification@iaap-hq.org
Web Site www.iaap-hq.org



International Association of
Administrative Professionals®

By earning the CPS or CAP rating, you have received the most prestigious designations offered to administrative professionals. The achievement of the CPS or CAP rating is both a validation of current skills and a commitment to the life-long learning process.

In 1985, the Institute for Certification and IAAP Board of Directors approved the

concept of recertification, and January 1, 1988, the mandatory recertification program was started. Those applying to sit for the CPS exam after January 1, 1988, are **required to recertify**. All CAP holders are also **required to recertify**. CPS and CAP holders are required to recertify every five years.

Recertification Questions and Answers

Q. How do I submit my documentation?

A. Maintain a file of all activities eligible for recertification. You may also want to maintain a spreadsheet as you earn points. This will assist you in easily seeing the points you have earned. Do not submit points as you earn them. Attach copies of your spreadsheet and documents to the Application for Recertification. **If you don't use a spreadsheet, attach a separate sheet for each component listing the attachments.**

Q. How do I know what will qualify for points toward CPS or CAP recertification?

A. Approved topics in the **education/experience category** include: technology, office administration, business law, financial management, management, team skills, strategic planning; etc. Approved **leadership** areas include: IAAP; work; civic; religious; etc. Topics in the **elective category** include: courses specific to individual employment; courses specific to IAAP; personal finance; workplace violence; retirement planning; etc.

Q. When do I submit documentation?

A. Once you have accumulated the 90 points and are due for recertification, you should submit an application with documentation and fees. In all cases, points must be accumulated in a consecutive five-year period, ending the month/year you submit your documentation. **Do not submit points as you earn them.**

Q. What is a "contact hour"?

A. One hour of actual classroom/seminar training equals one contact hour, which equals one recertification point.

Q. What is CEU?

A. CEU stands for Continuing Education Unit. The International Association for Continuing Education and Training (IACET) monitors the granting of CEU by its member organizations.

Q. If CEU is granted for a seminar/course, may I receive recertification points?

A. Not necessarily. The seminar/course must also pertain to the Examination Outline.

Q. What are CEU Self-Study Courses?

A. Courses available from IAAP, and other specific courses approved by IAAP, to earn CEU. (Examples are Crisp 50-Minute books, Element K, MATC.)

Q. I did not receive CEU or a certificate for a course I attended. How do I document this course?

A. Submit a letter from the presenter documenting your attendance, with a course outline. Alternatively, submit a letter from your company's personnel department verifying your attendance. In all cases, documentation must include date, number of hours, and content.

Q. What happens to my rating if I do not recertify?

A. Your certification status will be changed to inactive, and you will no longer be afforded the privileges of certification.

Q. Can CPS or CAP holders regain their certification if they are changed to inactive?

A. CPS or CAP holders who have been moved to inactive status will have to reapply and retest to regain active certification.

Q. Is there due process for those who fail to meet their mandatory recertification deadline?

A. If the CPS or CAP holder does not meet the recertification requirements or fails to provide documentation, that individual may submit an appeal if there are extenuating circumstances. If the appeal is accepted, the CPS or CAP holder will be notified and will have 60 days to provide the required documentation. If the documentation is not received in the required 60 days, the CPS or CAP certification status will be changed to inactive without further notice to the applicant.

Q. What are the requirements for someone who is retired?

A. Retired CPS or CAP holders are not required to recertify. However, the Certification Department must receive a letter verifying the retired status of the CPS or CAP holder.

Q. What are the requirements for a CPS holder who gains the CAP rating?

A. CPS holders who gain the CAP rating recertify five years after attaining the CAP rating, and every five years thereafter.

APPLICATION FOR CPS OR CAP RECERTIFICATION

Submit completed Application for CPS or CAP Recertification when 90 points have been obtained within the required five years and meet the stated specifics. Recertification is required every five years.

PLEASE TYPE OR PRINT LEGIBLY

ID Number _____ Social Security Number _____
(OPTIONAL)

Name _____
LAST FIRST AND MIDDLE INITIAL

Address _____
STREET

CITY _____ STATE/PROVINCE _____ ZIP/POSTAL _____

COUNTRY _____ UPU/PUAS _____

Bus Tel (____) _____ E-mail _____

Bus Fax (____) _____ Res Tel (____) _____

Year CPS Certified _____ Year CAP Certified _____ Date Last Recertified _____

 Total points earned Signature of Recertification Applicant Date

 Total points accepted Signature of Certification Department Representative Date

Please check the style of your certificate.*
 Paper Wooden Plaque

If requirements are met, you will receive a recertification certificate or plate* valid for five years and a recertification pin. Allow six weeks from date of submission.

Check or money order enclosed payable to IAAP

Please charge my
 Visa MasterCard Discover AmEx

Account Number Security Code Exp. Date

Cardholder's Name _____
 Signature (mandatory on all charge orders) _____

Recertification Fee	
Recertification Fee in U.S. Funds	\$75
Amount Enclosed \$ _____	

Mail completed application and necessary documentation with fee to:



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Certification Department

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CPS and CAP Recertification

The Key to Continued Professionalism

CPS and CAP Holders are Required to Recertify Every Five Years

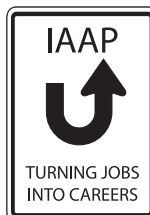
Points Required: 90 points

Three Categories: 1) Education/Experience
2) Leadership
3) Elective

Recertification Fee: \$75

Recertification Categories	Points	Appropriate Documentation Required
1) Education/Experience	Up to 90 hours	
Seminars attended or conducted specific to the areas of technology, office administration, business law, financial management, management, team skills, or strategic planning.	1 point per contact hour	Certificate, an HR transcript, letter from employer or individual conducting the educational session, or similar. In all cases, must include the topic, date attended, and number of hours.
College courses in the same topics listed above.	10 points per college credit	College transcript or grade card showing college credits earned.
Self-study courses, such as the 50-Minute Crisp books, or on-line courses.	1 point per CEU awarded* or 1 point per contact hour or 1 point per suggested hours published for on-line courses	CEU certificate or certificate of completion. All courses must include an exit exam.
Workplace experiences (projects) in the areas of team skills, strategic planning, or advanced administration.	10 points per project	Letter from employer describing project, and including dates and approximate hours worked on the project.
Technology certifications, such as MOS certification.	5 points	Copy of official certificate.
Other Professional Certification held. Examples would be ALS, PLS, CEOE, CMP, to name a few.	10 points	Verification is copy of official certificate.
2) Leadership	30 points maximum	
Includes leadership in IAAP, work, civic, religious, etc.	5 points per office or chairmanship	Signed statement by current unit president for each office or chair held. Verification for leadership outside IAAP is a signed statement or letter from another officer or chairman within the organization, your employer, etc.
3) Elective Category	30 points maximum	
Includes courses specific to your employment (medical, real estate, etc); courses specific to IAAP (how to reenergize your chapter, etc); courses in personal finance, workplace violence, retirement planning, etc.	1 point per contact hour	Certificate, HR transcript, letter from employer or individual conducting course. Needs to include contact hours, date, and content.

August 2005



* .1 CEU = 1 recertification point
.15 CEU = 1½ recertification points
1.0 CEU = 10 recertification points