

The Key to Continued Professionalism



Recertification

Certified Professional Secretary® (CPS®)

- and -

Certified
Administrative
Professional® (CAP^{CM})



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

To help keep current in your profession and to maintain professional competency throughout your career, you are required to update your credentials through the recertification process.

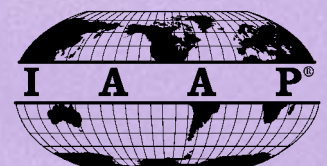
The process is not difficult. In fact, if you have made a commitment to continuing education and are making every effort to keep pace with changes in the workplace, you have probably embraced the concept of recertification on your own.

Like every profession, it takes a combination of education, experience, and commitment to become an administrative professional. Recertification is a way to validate your professionalism throughout your career.

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 more information:
Call 816.891.6600, ext. 2248
Visit our Web site: www.iaap-hq.org
E-mail: cps@iaap-hq.org



International Association of
Administrative Professionals®

Recertification

Questions and Answers

Q. How do I submit my documentation?

A. Maintain a file of all activities eligible for recertification. Attach copies of that documentation to the Application for Recertification. **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. Topics in the elective category include: courses specific to individual employment; courses specific to IAAP; personal finance; workplace violence; retirement planning; etc. Approved leadership areas include: IAAP; work; civic; religious; 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.

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. (List available from Distribution Department at IAAP World Headquarters.)

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. Once CPS or CAP holders have been moved to inactive status, they 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 will immediately be given the 90 points required to recertify their CPS rating. Therefore, they would not have to recertify for another five years.

Certified Professional Secretary®, **CPS®**
Certified Administrative Professional®,
and **CAP^{CM}** are registered service marks
of **International Association of
Administrative Professionals® (IAAP®)**.

**For more information
call the Certification Department at
IAAP Headquarters
816.891.6600 x2248, 2225, or 2227 or
E-mail vtwombly@iaap-hq.org
or cps@iaap-hq.org**

APPLICATION FOR CPS OR CAP RECERTIFICATION

Submit completed Application for CPS or CAP Recertification when points have been obtained within the last five years and meet the stated specifics, and all necessary documentation is included for the 90 points required.

PLEASE TYPE OR PRINT LEGIBLY

ID Number _____ Social Security Number _____

Last Name _____ First Name 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 _____

If requirements are met, you will receive a recertification certificate 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 _____ Exp. Date _____

Cardholder's Name _____

Signature (mandatory on all charge orders) _____

Recertification Fee

Recertification Fee in U.S. Funds \$75
(\$30 is a nonrefundable processing fee)

Amount Enclosed \$ _____

Mail completed application and necessary documentation with fee to:



**International Association of
Administrative Professionals®
Certification Department**

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

CPS and CAP Recertification

The Key to Continued Professionalism

Changes to Comply with Mandatory Recertification

Points Required: 90 points (just lowered from 120)

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

Recertification Fee: \$75 (this fee has not been increased since 1988)

Recertification Categories	Points	Appropriate Documentation Required
1) Education/Experience Includes seminars attended or conducted specific to the areas of technology, office administration, business law, financial management, management, team skills, or strategic planning.	Up to 90 hours 1 point per contact hour	Verification for educational sessions would be a 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.
Or college courses in the same topics listed above.	10 points per college credit	College transcript or grade card showing college credits earned.
Or 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.
May also include workplace experiences in the areas of team skills, strategic planning, or advanced administration.	10 points per project	Verification would require a letter from employer.
Technology certifications, such as MOS certification.	5 points	Verification would be copy of official certificate.
Other Professional Certification held. Examples would be ALS, PLS, CEOE, CMP, to name a few.	10 points	Verification would be copy of official certificate.
2) Leadership Includes leadership in IAAP, work, civic, religious, etc.	30 points maximum 5 points per office or chairmanship	Verification of IAAP leadership would be a signed statement by current unit presidents for each office or chair held. Verification for leadership outside IAAP would be a signed statement or letter from another officer or chairman within the organization, your employer, etc.
3) Elective Category 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.	30 points maximum 1 point per contact hour	Verification needs to include contact hours, date, and content. Can be a certificate, HR transcript, letter from employer, or individual conducting course.

January 2003



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Kansas City MO 64195-0404
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