

# The Key to Continued Professionalism

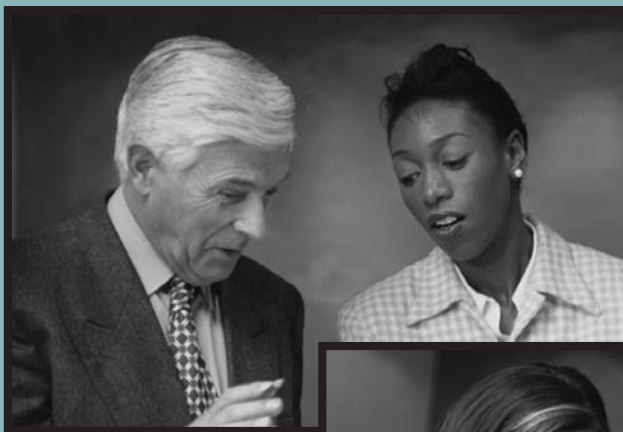
Certified Professional Secretary® (CPS®)

- 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](mailto:certification@iaap-hq.org)  
Web Site [www.iaap-hq.org](http://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.

<b>Recertification Fee</b>	
Recertification Fee in U.S. Funds	\$75
Amount Enclosed \$ _____	

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) \_\_\_\_\_

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 certification@iaap-hq.org • Web Site www.iaap-hq.org

# CPS and CAP Recertification

## The Key to Continued Professionalism

**CPS and CAP Holders are Required to Recertify Every Five Years**

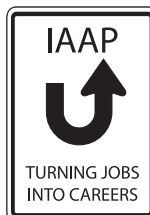
**Points Required:** 90 points

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

**Recertification Fee:** \$75

Recertification Categories	Points	Appropriate Documentation Required
<b>1) Education/Experience</b>	<b>Up to 90 hours</b>	
Seminars attended or conducted specific to the areas of technology, office administration, business law, financial management, management, team skills, or strategic planning.	<b>1 point per contact hour</b>	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.	<b>10 points per college credit</b>	College transcript or grade card showing college credits earned.
Self-study courses, such as the 50-Minute Crisp books, or on-line courses.	<b>1 point per CEU awarded* or 1 point per contact hour or 1 point per suggested hours published for on-line courses</b>	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.	<b>10 points per project</b>	Letter from employer describing project, and including dates and approximate hours worked on the project.
Technology certifications, such as MOS certification.	<b>5 points</b>	Copy of official certificate.
Other Professional Certification held. Examples would be ALS, PLS, CEOE, CMP, to name a few.	<b>10 points</b>	Verification is copy of official certificate.
<b>2) Leadership</b>	<b>30 points maximum</b>	
Includes leadership in IAAP, work, civic, religious, etc.	<b>5 points per office or chairmanship</b>	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.
<b>3) Elective Category</b>	<b>30 points maximum</b>	
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.	<b>1 point per contact hour</b>	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

Date	Title and Description	Presented by:	Hour/Credit/CEU	Points
<b>EDUCATION / EXPERIENCE</b> (All 90 points can be used in this category) Example: Courses, Seminars, Training, Work Place Experience*, etc.				
7/30/2002	Post Convention Workshop	IAAP	5 hrs	5
3/24/03	Essential Time Management & Organization Skills	National Seminars	.6 CEU	6
Fall 2003	Word XP	Park University	1 College credit	10
Spring 2004	Management & Leadership Skills for 1st Time Manager	Park University	1 College credit	10
Dec 2005	MS Office System Webcast: Learn 10 Secrets about Excel	MS & IAAP	1	1
			<b>Sub-Total =</b>	<b>32</b>
<b>LEADERSHIP</b> (30 point maximum) Example: Office or chairmanship.				
2003-2004	Chapter Treasurer	City of Fountains Chpt	5	5
2004-2005	Chapter Membership Chair	City of Fountains Chpt	5	5
			<b>Sub-Total =</b>	<b>10</b>
<b>ELECTIVE</b> (30 point maximum) Example: Courses specific to employment or IAAP.				
June 2003	Retirement Planning	JP Morgan	1 hr	1
June 2003	Personal Finance 101	Principal Financial Group	3 hrs	3
			<b>Sub-Total =</b>	<b>4</b>
			<b>GRAND TOTAL=</b>	<b>46</b>

Check (✓) one: \_\_\_\_\_ I am including supporting documentation verifying recertification points earned.

Name of Applicant (Printed) \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ No supporting documentation enclosed\*. Recertification points earned have been reviewed and verified by management (signature below).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone No: \_\_\_\_\_

\* IAAP may ask applicant to submit supporting documentation if further information is needed to determine eligibility of points. Documentation is required if submitting points for workplace experience. IAAP holds the right to require backup documentation for a period of up to three years.