



Certification Administration Committee Commission

- Charge:** Certification Administration Committee (CAC) is a standing committee of the International Association of Administrative Professionals (IAAP) commissioned to provide governance and oversight of the administration of the Certified Administrative Professional program (CAPP). The CAC has authority over all essential certification program decisions as defined by NCCA Accreditation Standards and Guidelines. CAC is responsible for ensuring alignment of all program activities to current NCCA Accreditation Standards and Guidelines.
1. Create, review, and approve all certification administration documents, policies, and procedures ensuring maintenance of accreditation
 2. Review and resolve certification appeals according to approved policies
 3. Oversee the Job Task Analysis process ensuring it occurs at least every five (5) years to support the continued relevance of CAP in accordance with accreditation standards and guidelines
 4. Maintain strategic alignment with IAAP, IAAP and CAP brand ambassadorship, and promote certification
- Composition:** One committee Chair-Elect, elected by active CAP holders, who will automatically ascend to Chair following a one-year term. The Chair, Chair-Elect, and Certification Director will appoint the following positions: one (1) public member who is a consumer or potential consumer of certificants' skills or services for a one-year term, one (1) International member who resides outside of the United States for a two-year term, and five to seven (5-7) active CAP holders to two-year terms. Special consideration should be given to ensure the committee has a broad and diverse representation of the administrative profession. The IAAP Governance and Leadership Committee will approve final candidates for Chair-Elect and review applicants for the CAC and provide recommendations to CAC for potential appointments.
- Member Qualifications and Exclusions:** Candidates for Chair-Elect must have served at least two years as a CAC member. All CAC members, excluding the public member, must be an active CAP holder in good standing throughout their term. CAC members may not serve as a member of the IAAP Board of Directors, IAAP Foundation Board of Directors, the IAAP Governance and Leadership Committee, and/or an IAAP Regional Director.
- Timeframe:** CAC will follow IAAP's governance year. CAC members can expect a commitment of 30-40 hours of service and 40-50 hours of service for committee Chair and Chair-Elect.
- Resignations and Removals:** CAC members who are no longer willing and/or able to fulfill their service commitment must send a written resignation to the Chair. CAC may vote to remove any member of CAC with a majority vote of the members during an official



meeting of the CAC. Notice of the recommended removal action and supporting documentation must be sent to all CAC members at least 5 days in advance of the removal vote. CAC vacancies may be filled through a recommendation of appointment from the Chair and a majority vote of the members during an official meeting of the CAC.

**Resources
available:**

The committee will conduct most of its work via video conference and email. The Certification Director will be appointed to provide guidance, support, resources and administrative assistance.

**Recertification
points for
service:**

5 recertification points (leadership domain) will be awarded to individuals serving on this committee should they successfully complete a full year of service.