On average, a highly-trained admin gives executives 40% of their time back. If they make $250,000, that’s $100,000 back to their organization’s bottom line.

Let’s be honest — your admin gives you back way more than that.

Ensure your organization’s admins have the knowledge and training necessary to be their best in their role.

The Certified Administrative Professional (CAP) designation is an NCCA-accredited certification designed to assess today’s admin on a broad range* of topics. That benefits both the individual and the organization. CAP also requires periodic recertification, making sure knowledge and skills stay up-to-date and relevant.

* Organizational Communications
  Business Writing and Document Production
  Technology and Information Distribution
  Office and Records Management
  Event and Project Management
  Operational Functions

Learn more about CAP today!
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