MAINTAINING CAP CREDENTIAL THROUGH RECERTIFICATION

Recertification dates are either May 31 or November 30. The May date is for the Spring designees who in their history took the exam before June 1 and November is for fall designees who took their exam after June 1. For instance, if you acquired your CAP in March 2014, your recertification deadline is now and will remain May 31, 2019.

In 2018, we will be moving from a five-year to a three-year recertification cycle. This will not affect current CAP designees until it is time for their current five-year cycle to end, then they will have a three-year cycle. Using the above example, upon recertification by May 31, 2019 the new recertification date will be May 31, 2022.

Beginning with the Spring 2018 CAP testing, all of those passing the exam will be required to recertify every three years. The CAP Program is not changing the recommended number of professional development points. It will remain at an average of 12 points per year, making the requirement 36 points every three years.

QUALIFYING ACTIVITY CATEGORIES

RECERTIFICATION POINTS CAN BE EARNED IN THREE CATEGORIES:

- Professional Development.
- Industry-Specific Professional Development.
- Leadership.

It is not necessary to earn points in every category, but it is mandatory to have at least 20 of the 36 points in the Professional Development category. Points in the categories of Industry-Specific Professional Development and Leadership are optional and limited to 15 points per category.

Category	Description/Examples	Points per 3-year cycle

Professional Development	**Continuing education** activities including
	• Conferences (seminars/programs)
	• Web-based courses (workshops)
	• E-learning (self-paced and instructor-led)
	• IAAP Approved Local Area Network (LAN) programs
	• Self-study materials, such as
	  • Crisp 50-minute books
	  • Book reports
	  • IAAP Options Technology modules
	
	Formal education, such as
	• College/University courses
	
	Others, such as
	• CAP designee specialty certificate, i.e. Organizational Management (OM), Technology Applications (TA).
	• Microsoft Office Specialist (MOS) certification
	• Notary
	• Toastmasters or other similar achievement recognitions
	• Presenter of CAP approved program
	• Presenter of CAP overview*
		Required category
		
		20 points required;
		No maximum

In all cases, the education must align with the CAP Body of Knowledge. **Presenter of CAP overview must use approved presentation materials obtained through IAAP HQ. Max of 5 points per cycle.*		
Industry-specific Professional Development	**Continuing education** activities including • Conferences (seminars/programs) • Web-based courses (workshops) • E-learning (self-paced and instructor-led) **Formal Education,** such as • College/University courses	**Optional category** No minimum; 15 points maximum
In all cases, the activity must provide transferable skills within an industry; such as banking, education, healthcare, <u>and</u> relevant to the duties of an admin or office professional in an office environment.		
Leadership	Elected or appointed positions, including but not limited to • President • Vice President • Treasurer • Secretary • Chair, as defined in this Handbook IAAP-specific positions, including • Board Member • LAN Director • Branch Director • Branch Supporting Position • Others as specified in this Handbook • Lead Coordinator of an CAP or OM Course or Study Group	**Optional category** No minimum; 15 points maximum

PROFESSIONAL DEVELOPMENT

Continuing education in the category of Professional Development must align with the CAP Body of Knowledge and provide a minimum of 15 minutes of education, then in 15 minute increments. See examples below.

CALCULATING PROFESSIONAL DEVELOPMENT ACTIVITIES

Activity	How Calculated	Example
Conferences Seminars/programs Workshops IAAP Approved LAN programs	Points are determined by the education time spent on activity.	15 minutes = .25 point 30 minutes = .5 point 60 minutes = 1 point 75 minutes = 1.25 points 90 minutes = 1.5 points
In all cases, education must align with the CAP Body of Knowledge		
Web-based courses E-learning (Instructor–led and self-paced) Self-study materials or courses, such as • Crisp 50-minute books • IAAP Options Technology modules • Lynda.com • Ed2go.com	Points determined by the approximate education time as published by the provider.	Crisp 50-Min Book = 2 points per book Options Technology = 6 points per module
In all cases, education must align with the CAP Body of Knowledge		
University or College Courses	15 points per credit	1 credit course = 15 points 3 credit course = 45 points
In all cases, education must align with the CAP Body of Knowledge		
IAAP OM* and TA specialty	Points determined by either the contact hours or approximate education time.	OM exam, prior to 2017 = 5 points TA specialty = 5 points
IAAP OM specialty	40 points	OM 8-week online program = 40 points
*OM or TA earned prior to 2017, is 5 points		
Microsoft Office Specialist (MOS)	5 points per certification	MS Word certified = 5 points MS Excel certified = 5 points
Notary*	5 points	5 points per recertification cycle
*With proof of education/training or if education/training is required by the State		
Toastmasters achievement recognition	2 points per recognition	CC = 2 points DTM = 2 points
e.g. Competent Communicator (CC) or Distinguished Toastmaster (DTM)		
Presenter* of IAAP Approved program	1 point for prep time	2 hours education time + 1 hour prep time = 3 points.
*Note: Individuals whose job includes educating others (e.g. teachers, instructors, those who train staff) do not receive recertification points for training they have conducted as part of their employment.		

Professional development is a required category in which you will need at least 20 points.

NOTARY

The requirements for being a Notary vary among each state. Some states have very strict guidelines, requiring an individual to complete training and pass an examination, while other states do not.

TO RECEIVE CREDIT FOR BEING A NOTARY:

- Your commission must be in a state that requires you take training courses and/or pass an examination.

or

- You must verify having successfully completed the training and/or passed a voluntary examination.

It is not necessary that you earned or renewed your commission within your recertification cycle. However, your commission must be active at the time you apply for recertification. You may only claim credit for being a Notary once within your recertification cycle.

Notaries who have not participated in training courses and/or passed an examination, or those who are not commissioned in a state that requires you to pass an examination, are not eligible to claim recertification credit.

TOASTMASTERS

Individuals who participate in the Communication or Leadership tracks offered by Toastmasters International will receive two recertification points for each achievement completed.

The achievement recognitions within the Communication and Leadership tracks are:

Communication:
- Competent Communicator (CC).
- Advanced Communicator Bronze (ACB).
- Advanced Communicator Silver (ACS).
- Advanced Communicator Gold (ACG).

Leadership:
- Competent Leader (CL).
- Advanced Leader Bronze (ALB).
- Advanced Leader Silver (ALS).
- Distinguished Toastmaster (DTM).

INDUSTRY-SPECIFIC PROFESSIONAL DEVELOPMENT

To qualify for recertification in the category of Industry-Specific Professional Development, the activity must be specific to an industry; such as banking, insurance, healthcare, education, government, etc. and transferrable within that industry. Additionally, the activity must be relevant to the duties of an administrative or office professional in an office environment. Activities that are unique to your company do not qualify for recertification.

Here are a few examples:
An admin who works for XYZ Insurance Company may find it necessary to know common insurance terms. This knowledge would be transferable within the industry should the admin accept a position for another insurance company. This type of training would qualify for CAP recertification.

An admin who works for A&E Company is required to complete the Company's annual Code of Ethics/Code of Conduct training. Since this type of training includes rules, regulations, and policies unique to A&E Company, this would not qualify for CAP recertification.

An admin who works for Mercy Hospital is required to have yearly CPR training. Although this training is usually required in the healthcare industry, it is not education that directly supports the administrative profession in an office environment. This type of training would not qualify for CAP recertification.

Industry-Specific Professional Development is an optional category and limited to 15 IAAP CAP recertification points.

CALCULATING INDUSTRY-SPECIFIC PROFESSIONAL DEVELOPMENT ACTIVITIES

Activity	How Calculated	Example
Conferences Seminars Workshops E-learning (instructor-led)	Points are determined based on actual education time spent on activity.	15 minutes = .25 point 30 minutes = .5 point 60 minutes = 1 point 75 minutes = 1.25 points 90 minutes = 1.5 points
Web-based courses E-learning (self-paced)	Points determined based on education time as published by the provider.	30 minutes = .5 point 60 minutes = 1 point 75 minutes = 1.25 points 90 minutes = 1.5 points

In all cases, the education must provide transferable skills within an industry; banking, education, healthcare, etc., and fall within the realm of admin or office professional duties.

DOCUMENTING PROFESSIONAL DEVELOPMENT (INCLUDING INDUSTRY-SPECIFIC PROFESSIONAL DEVELOPMENT)

You could be asked to provide supporting documentation if your application is audited or if additional details are needed to determine eligibility of points. Recertification credit might not be awarded if your documentation does not support the activity.

For Professional Development, the documentation should support each of the following:
- Verification of attendance or completion.
- Session or course title and description.
- Date.
- Length.

Additionally

- If you attend a conference or meeting, list the specific sessions you attended. Only indicating the conference or meeting name is not sufficient.
- Specific dates must be provided. Submitting a range of dates is not sufficient.
- Only education time should be considered when calculating points. Do not include non-education activities such as receptions, meals, breaks, exhibit hall sessions, or networking.

Acceptable Forms of Documentation

Usually a certificate will be sufficient in verifying your attendance, education topic, date, and length—but not always. It may be necessary to attain a combination of documents to ensure you are able to support each key element of the activity.

A few examples include:
- Certificate of completion or attendance.
- Email thanking you for participating (often sent after a webinar).
- Course program or outline.
- College transcript.
- Company transcript.
- Letter or other information from the provider.

CEU, CPE, College Credit, and Other Units of Measurements

Continuing Education Unit (CEU), Continuing Professional Education (CPE), and college credit are other measurements of education.

- .1 CEU = 1 hour of education, or 1 CAP recertification point; .5 CEUs = 5 hours, or 5 points.
- One CPE = 50 minutes of education, 6 CPEs = 5 hours, or 5 CAP recertification points.
- One college credit = 15 CAP recertification points; a three-credit course is 45 points.

Eligible programs published as "1-day" or "all day" will be awarded 6.5 CAP recertification points. If the program provided more than 6.5 hours of education, for example a working lunch hour instead of an hour break in eduction, supplemental documentation would be necessary to support the additional time.

Leadership

Approved leadership positions are those of a standing committee in which a person has specific responsibilities and duties that directly support the organization or committee. Typically, the person serving in an Officer or Chair position is elected or appointed by the members. Additionally, the person must have served at least 7 of 12 months within the leadership role.

Volunteer work does not qualify for recertification. For instance, volunteering to organize an event such as a golf tournament; chairing a time-based project such as a yearly audit or United Way campaign; or being asked to perform a task, such as working at a registration table do not qualify for points.

Current Positions within IAAP		How Calculated
Branch Director		10 points
IAAP Board of Directors The Foundation of IAAP Board of Directors CAP Exam Commission Certification Advisory Board LAN Director		5 points per position, per year
Branch supporting positions*		3 points per position, per year
*Branch Membership Chair, Social Media Chair, Communications Chair, and Branch Event Chair		
Lead facilitator of study group or course LAN supporting positions*		2 points per year
*LAN Membership Chair and Communications Chair		
Previous Positions within IAAP (2015 and prior)		**How Calculated**
IAAP Board of Directors Foundation Board of Regents President President-elect Vice President Secretary Treasurer	Membership Chair Certification Chair Education/program Chair Newsletter Chair Webmaster Student Chapter Chair Bylaws and Standing Rules Chair Retirement Trust Foundation Chair	5 points per position, per year
Positions outside IAAP		
Board member President Vice President	Secretary Treasurer Officer or Chair as defined above	5 points per position, per year

Leadership is an optional category and limited to 15 CAP recertification points.

Documenting Your Leadership Position

For leadership positions served, other than IAAP or CAP positions, obtain a letter from the organization that includes the position held, primary duties of the position, and dates of term.