



## CAP Exam Study Plan Tips

After you have determined the areas of the Body of Knowledge in which you need to concentrate, you can develop your personalized study plan based on your preferred learning style. IAAP recommends you use a variety of study methods such as joining a study group, taking a subject-specific class, reading recommended books, participating in discussions, or consulting a guide who has earned their CAP designation.

1. For each Performance Outcome (PO) listed in the Body of Knowledge, there are recommended resources. Review these resources and list out which resources you already have (textbooks, articles, webinars). Then list what resources you may need based on your preferred learning method. For each resource you do not have, think about where you can obtain it. Consider these suggestions:
  - Purchase additional study materials. Prime the IAAP community for suggestions.
  - Purchase textbooks from the CAP BOK Recommended Reading list. Check books out from a library first and then select ones you find most useful.
  - When possible, select books that have practice quizzes after each chapter or a companion web site with quizzes. Many times, you can rent e-textbooks at a much lower cost than purchasing the printed version.
  - Take advantage of free video refreshers on [YouTube](#).
2. Now that you have identified your study sources, it's time to create a study schedule. Here are some tips for create your schedule:
  - Create a time chart of your current activities, including professional, family, and personal obligations.
  - Look for times you can add an hour of dedicated studying.
  - Write your schedule down so you do not forget. This keeps you accountable.
  - Follow your study plan consistently. For example, study every Tuesday and Thursday during lunch, on Wednesday evenings from 7 - 9 p.m., and on Sunday afternoons from 2 – 4 p.m.
  - Schedule short study sessions: two hours or less is the most effective. Even 30 minutes before bed every night is better than long sessions.
  - Break up your study sessions by topic so you know exactly what you are going to study on a specific day.
3. Next you need to decide which learning tools to use. For most people, just reading, listening, or viewing information is not enough. These are forms of passive learning, and most adult learners

need to engage in active learning to truly comprehend and retain information. Below is a list of common learning tools CAP candidates use to prepare for the exam:

- Outlines of reading materials
- Flash cards (you can make your own on [Quizlet](#))
- Study groups (in person or virtual)
- Practice quizzes and exams

The learning tools you use should be based on your personal learning preference; no two people learn the same way. Again, we recommend using a combination of resources and tools.

If you are looking for a study group, post a request in the forum on the [IAAP web site](#). IAAP cannot recommend or endorse any specific study materials, study groups, or exam- preparation classes; however, members can use the IAAP web site and community to either form study groups or promote known providers. CAP study groups are always forming, and several IAAP members are skilled group facilitators. Please remember the group leader's role is to facilitate discussion and learning; they are not there to teach the content of the exam. If you need to learn subject matter, that activity should occur outside of the group meetings

## CAP Study Guide Planner

| Study Week | Calendar Dates | Domain Subject | Study Time Available | Date Completed |
|------------|----------------|----------------|----------------------|----------------|
| One        |                |                |                      |                |
| Two        |                |                |                      |                |
| Three      |                |                |                      |                |
| Four       |                |                |                      |                |
| Five       |                |                |                      |                |

|          |  |  |  |  |
|----------|--|--|--|--|
| Six      |  |  |  |  |
| Seven    |  |  |  |  |
| Eight    |  |  |  |  |
| Nine     |  |  |  |  |
| Ten      |  |  |  |  |
| Eleven   |  |  |  |  |
| Twelve   |  |  |  |  |
| Thirteen |  |  |  |  |
| Fourteen |  |  |  |  |
| Fifteen  |  |  |  |  |
| Sixteen  |  |  |  |  |