CAP (ip) Program

IAAP understands how important the student experience is; we also know how crucial job placement statistics are. Certification is a great way for your graduates to excel in the job market and land their dream job. The problem is most certifications, including the Certified Administrative Professional, require a minimum number of years' work experience before becoming eligible to take the exam.

The **Certified Administrative Professional** credential is an NCCA-accredited certification specifically for those in an office or administrative role. It is the gold standard held by thousands of administrative professionals and a designation worth attaining. IAAP is excited to launch the CAP (ip), or Certified Administrative Professional in progress. It is designed for students who graduate from an office professional program with a 2-year degree and don't yet have the necessary years of professional experience. Aside from demonstrating their competence, students who earn the CAP (ip) enter the job market showcasing their desire to continue their learning and eventually sit for the full CAP. The CAP (ip) will help them stand out in a crowded job market, get a jump start on their career, and earn the necessary work experience to earn their full credential.

To best meet the needs of their students, schools have 3 options to integrate the CAP (ip) bundle into their curriculum. IAAP offers a basic, mid-level, and premium bundle.

BASIC
[Price per student: $179]

- Student Membership with IAAP (valued at $25)
- 12-month subscription to CAP Study Guide eReader (valued at $139)
- CAP (ip) Exam (valued at $200)
- 1 CAP (ip) Exam Retake Voucher (valued at $200)
- 1 CAP (ip) Practice Exam Voucher (valued at $49)
- 20% Discount on CAP Exam (valued at $75)
- 1 Free Instructor Bundle (includes professional membership) (valued at $738)

INTERMEDIATE
[Price per student: $279]

- Student Membership with IAAP (valued at $25)
- CAP Study Guide (hard copy) [includes shipping] (valued at $160)
- 12-month subscription to CAP Study Guide eReader (valued at $139)
- CAP (ip) Exam (valued at $200)
- 1 CAP (ip) Exam Retake Voucher (valued at $200)
- 1 CAP (ip) Practice Exam Voucher (valued at $49)
- 20% Discount on CAP Exam (valued at $75)
- 1 Free Instructor Bundle (includes professional membership) (valued at $773)

PREMIUM
[Price per student: $379]

- Student Membership with IAAP (valued at $25)
- CAP Study Guide (hard copy) [includes shipping] (valued at $160)
- 12-month subscription to CAP Study Guide eReader (valued at $139)
- CAP (ip) Exam (valued at $200)
- 1 CAP (ip) Exam Retake Voucher (valued at $200)
- 2 CAP (ip) Practice Exam Voucher (valued at $98)
- 3 CAP Practice Exam Vouchers (valued at $147)
- 20% Discount on CAP Exam (valued at $75)
- 1 Free Instructor Bundle (includes professional membership) (valued at $969)

CAP (ip) Program

About the Exam

The CAP (ip) exam is built on the CAP (ip) blueprint, known as the **CAP (ip) Body of Knowledge**. This BOK is based on the **CAP Body of Knowledge** and includes all the same domains and many of the same Performance Outcomes; however, it's designed for students in a classroom setting. Students may take the exam anytime via the web under the instruction of their professor; the exam is 100 multiple-choice questions and has a time limit of 90 minutes. All bundles also include a practice exam for the CAP (ip), which is built on the same blueprint and provides students greater opportunities for success.

About the CAP Study Guide

The CAP Study Guide content is based on the CAP Body of Knowledge and developed by subject matter experts for each domain. This guide is the same that CAP candidates use and is laid out by domain and performance outcome, making it easy for CAP (ip) students to use as a study resource.

About the eReader

The CAP Study Guide eReader is a subscription-based digital version of the study guide that allows highlighting, note-taking, a read-aloud option, and more; all from their desktop or mobile device.

About the CAP Practice Exam

The CAP Practice Exam is based on the CAP Body of Knowledge blueprint and provides students and candidates the opportunity for a similar test experience to the CAP exam. This exam is 200 questions, and test takers have 180 minutes to complete it.

About IAAP Student Membership

Students enjoy a 1-year student membership as part of all bundle options. An IAAP membership gives your students access to all IAAP has to offer, including discounts to programs and services, participation in the unparalleled IAAP community, 7 issues of *OfficePro* magazine, and more.

About the CAP Exam

The Certified Administrative Professional (CAP) is an NCCA-accredited credential designed specifically for the administrative professional. The NCCA, or National Commission of Certifying Agencies, is the accrediting arm of the Institute for Credentialing Excellence, or ICE, and verifies that the CAP meets national and international credentialing industry standards for certification programs.

The CAP exam is designed from a "blueprint" called the Body of Knowledge. The test covers six topic areas, or domains, and breaks the information down into detailed, measurable Performance Outcomes (PO). Each domain represents a specific percentage of the exam and is based on a Job Task Analysis. The exam itself is 3 hours long and consists of approximately 200-225 multiple-choice questions. It is a computer-based exam that is taken in person, delivered at approved proctored testing centers all over the world.

CAP Exam Domains & Percentages
- Organizational Communications (24%)
- Business Writing and Document Production (22%)
- Technology and Information Distribution (16%)
- Office and Records Management (15%)
- Event and Project Management (12%)
- Operational Functions (11%)

Complete an **interest form** to begin the process of integrating this offering into your office or administrative program. For questions about the program, email **certification@iaap-hq.org**.