When am I due to recertify?

What month am I due?

- If you took your CAP exam before June 1, you are due May 31.
- If you took your CAP exam after June 1, you are due November 30.

What year am I due?

If you took your CAP exam in 2018 or later, you are due three years from the year you took the exam. For example, if you took the CAP exam March 14, 2018, your recertification is due May 31, 2021.

If you took your exam before 2018, you may still be in the 5-year recertification cycle, which means you are due five years after you took your CAP exam or recertified last. You can check your due date by logging in into the CAP Recertification Portal. For further instructions, see the Recertification Portal Step by Step Guide. After your next recertification, you’ll switch to the 3-year recertification cycle.

Recertifying Early or Late

You can submit your recertification application up to 180 days before your due date. If you recertify early, it does not change your future due date; nor can you start earning points toward your next recertification until after your original due date passes. Any additional points that are earned over the required 36 do not carry over to your next cycle.

If you miss your due date, you have a 30-day grace period to submit a late application. All points submitted must be earned within the original three-year cycle; you cannot earn points after your due date. You are required to pay the recertification fee, plus a late fee when recertifying during the grace period. If the application is approved, recertification will be backdated to the original recertification due date.
Number of Points

You will need to earn 36 points every 3 years to submit when you are due to recertify.

*5-year cycle must earn 60 points.

Categories of Points

You can earn points by completing education and/or activities in these categories:

- Professional Development
- Industry-Specific Professional Development
- Leadership

*You must have at least 20 of the 36 points in the Professional Development category. Industry-Specific Professional Development and Leadership are optional categories and capped at 15 points each. For the Five year cycle you must have 30 points in the professional development category and the Industry-Specific and Leadership is capped at 20.
### What qualifies for PROFESSIONAL DEVELOPMENT points?

#### IN-PERSON EDUCATION ACTIVITIES

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOW CALCULATED</th>
<th>EXAMPLE</th>
</tr>
</thead>
</table>
| Conferences, Seminars/Programs, Workshops, IAAP Approved Programs/Branch or Regional Events | Points are determined by the education time spent on activity. | 15 minutes = .25 point  
30 minutes = .5 point  
60 minutes = 1 point |
| University or College Courses                                            | 15 points per credit                                | 1 credit course = 15 points  
3 credit course = 45 points |
| CEUs (Continuing Education Units)                                        | .1 CEU=1 hour of education                         | .5 CEU=5 recertification point              |
| CAP Specialty Certificate                                                | As set by IAAP                                      | 25 points                                   |
| IAAP Summit                                                              | As set by IAAP                                      | Between 18-24 points                         |
| IAAP Academy for Leadership Development: Foundations of Leadership       | As set by IAAP                                      | Between 18-40 points                         |
| Enterprise Leadership                                                   |                                                    |                                              |

#### ONLINE & SELF-PACED EDUCATION ACTIVITIES

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOW CALCULATED</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-learning (Instructor-led and self-paced) Self-study materials or courses</td>
<td>Points determined by the approximate education time published by the provider</td>
<td>Crisp 50-Minute Book = 2 points per book</td>
</tr>
<tr>
<td>Book Report for Nonfiction Business Books</td>
<td>Points based on time and 350-450 word summary (only available through Learn@IAAP)</td>
<td>2 Points per Book; Max of 3 Book Reports per Recertification Cycle</td>
</tr>
<tr>
<td>IAAP OM specialty certificate*</td>
<td>Points determined by approximate education time</td>
<td>8-week online program = 25 points</td>
</tr>
</tbody>
</table>

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All education submitted under this category must align with the CAP Body of Knowledge. — Required category: 20 points required; No maximum.
What qualifies for professional development points?

**Supporting Documentation**
- Certificate of completion or attendance
- Course program or outline
- College transcript
- Company transcript
- Letter or other information from the provider

**Items to Note**
- 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.

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<table>
<thead>
<tr>
<th>OTHER ADMIN-RELATED CERTIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY</td>
</tr>
<tr>
<td>------------------------------------</td>
</tr>
<tr>
<td>Microsoft Office Specialist (MOS)</td>
</tr>
<tr>
<td>PACE certification</td>
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<tr>
<td>ACEA certification</td>
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</table>

<table>
<thead>
<tr>
<th>ADDITIONAL OPPORTUNITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY</td>
</tr>
<tr>
<td>------------------------------------</td>
</tr>
<tr>
<td>Notary*</td>
</tr>
</tbody>
</table>

*Notary* "Only with proof of education/training or proof of examination pass; unavailable in states without these requirements

Toastmasters Pathway Recognition    Estimated study/education time 5 Points per completed Pathway
What qualifies for INDUSTRY-SPECIFIC PROFESSIONAL DEVELOPMENT points?

Supporting Documentation
- Verification of attendance or completion
- Session or course title and description
- Date
- Length

What qualifies as Industry-specific Professional Development?
Any education that is specific to an industry; such as banking, insurance, healthcare, education, government, etc. and transferrable within that industry. It must be relevant to the duties of an administrative or office professional in an office environment. Education unique to your organization does not qualify for recertification.

Examples of what does and does not qualify for Industry-Specific Professional Development
- You work for XYZ Insurance Company and find it necessary to know common insurance terms. This knowledge would be transferable within the industry if you accept a position for another insurance company. QUALIFIES
- A&E Company requires you to complete their annual Code of Ethics/Code of Conduct training. This type of training includes rules, regulations, and policies unique to A&E Company. DOES NOT QUALIFY
- Springfield Hospital requires you to have yearly CPR training. Although this training is usually required in the healthcare industry, it does not directly support the administrative profession in an office environment. DOES NOT QUALIFY
### What qualifies for LEADERSHIP points?

**LEADERSHIP**

Leadership activities both within IAAP and outside the association. **Optional category:** No minimum: 15 points maximum.

### ACTIVITIES

<table>
<thead>
<tr>
<th>POSITIONS WITHIN IAAP</th>
<th>HOW CALCULATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAAP Board of Directors</td>
<td>10 points per year</td>
</tr>
<tr>
<td>The Foundation of IAAP Board of Directors</td>
<td></td>
</tr>
<tr>
<td>Regional Directors</td>
<td>5 points per year</td>
</tr>
<tr>
<td>Branch Directors</td>
<td></td>
</tr>
<tr>
<td>Certification Administration Committee</td>
<td></td>
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<tr>
<td>Governance &amp; Leadership Committee</td>
<td></td>
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<tr>
<td>CAP Exam Panel</td>
<td></td>
</tr>
<tr>
<td>Conference Education Committee</td>
<td>2 points per term</td>
</tr>
<tr>
<td>Branch supporting positions</td>
<td>3 points per year</td>
</tr>
<tr>
<td>IAAP Board-Appointed Working Groups</td>
<td>Points as assigned by IAAP</td>
</tr>
<tr>
<td>CAP Peer Guide</td>
<td>2 points per year</td>
</tr>
<tr>
<td>Lead facilitator of CAP Prep training</td>
<td>2 points per every hour of presentation</td>
</tr>
<tr>
<td>Presenter of IAAP Approved program</td>
<td>2 points per every hour of presentation</td>
</tr>
</tbody>
</table>

*Individuals whose job includes educating others (e.g. teachers, instructors, training staff) do not receive recertification points for training conduct as part of their employment.*

### Supporting Documentation

For leadership positions, documentation may be a certificate of service or a letter from the organization that includes:

- The position held
- Primary duties of the position
- Length of term served
What qualifies for Leadership?

Approved leadership positions include standing committee positions 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 and directs the activities of the committee or team. Additionally, the person must have served at least 7 of 12 months within the leadership role. Being the sole officer of an organization who performs administrative functions for the organization does not constitute a 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, does not qualify for points.

Examples of what does and does not qualify for Leadership

- You are the secretary of a bowling league, “Saturday Night Live” and are responsible for collecting payments and calculating team standings and averages. At the annual meeting, the teams gather in the bar of the bowling alley, the secretary distributes team winnings, and is affirmed by all to serve a 7th term as secretary. There are no other officers or committees to be led or directed; only administrative tasks for the league are being done. DOES NOT QUALIFY
- You are serving as president of the motorcycle club, Cycles Against Cancer. There are several committees that have duties surrounding the planning, marketing, and execution of several annual events that raise money for the local children’s hospital. Each year, there are elections of the president and the treasurer. Members volunteer to serve on the committees and all who sign up are welcome to serve. The committees select their own leaders who report their activities to the president and treasurer. QUALIFIES
How do I Recertify?

Process

1. Upload all qualifying recertification point details to the CAP Recertification Portal, which is accessed via My Profile in the IAAP website. It’s under Additional Information on the About tab.

2. Up to 180 days before your recertification due date, a recertify button will appear. (You MUST have the required amount of points entered to see the recertify button)

3. Click the recertify button and enter payment information.* Once your recertification is processed, the system will update your due date within 2-4 weeks.

*If you or your employer are paying the recertification fee by check, please fill out the Invoice Request Form found in the portal. You must be within the due date window and have all necessary points uploaded BEFORE requesting an invoice. HQ is unable to process invoice requests without the required amount of points entered in the Recertification Portal.

<table>
<thead>
<tr>
<th>FEES</th>
<th>IAAP MEMBER</th>
<th>NONMEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100 USD</td>
<td>$250 USD</td>
<td></td>
</tr>
</tbody>
</table>

Late fee: $100 USD (within 30-day grace period)

Not a member? Join today to receive all the amazing benefits IAAP offers!
What do I do when I RETIRE?

CAP (Ret.)

If you retire prior to your recertification due date, you may either:

- Maintain active CAP certification by obtaining the required amount of Recertification Qualification Activities. This option requires no notification to the CAP Program. You continue in the regular recertification process.

- Transition to CAP (Ret.), which is not an active certification but will allow you to use the classification indicating you were CAP certified and are now retired from the workforce. A one-time fee* is processed at the time of application for the CAP (Ret.) classification.

Anyone who receives the CAP (Ret.) must be fully retired from serving as an administrative professional or any advanced work in business management. This includes part-time or full-time employment, or as an employee consultant or independent contractor. You must remain fully retired and notify the CAP Program of any change in employment circumstances that would render you ineligible for Retired Status and require a reactivation.

CAP Reactivation

If you are entering back into the work force within two years of obtaining CAP (Ret.), you must notify the CAP Program to return to Active Status by submitting a Reactivation Application and an Administrative Reactivation Fee ($50 USD IAAP members/$100 USD nonmember). Once your CAP is reinstated, you will be required to meet all recertification requirements on subsequent recertification.

If more than two years has passed since you have obtained CAP (Ret.), you must apply to retake and pass the exam.

*RETIRED STATUS FEES

<table>
<thead>
<tr>
<th>Status</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAAP member</td>
<td>$175 USD</td>
</tr>
<tr>
<td>Nonmember</td>
<td>$285 USD</td>
</tr>
</tbody>
</table>

WWW.IAAP-HQ.ORG
CONTACT Information

The Certification Department at IAAP may be reached by any of these methods:

MAILING:
10502 N. Ambassador Drive; Suite 100
Kansas City, MO 64153

EMAIL:
certification@iaap-hq.org

PHONE:
816.891.6600

Certification Administration Committee

The Certification Administration Committee (CAC) is an independent standing committee of the International Association of Administrative Professionals (IAAP). The CAC awards the Certified Administrative Professional (CAP) credential and is responsible for setting policy and standards related to the CAP Program. A list of committee members, as well as the Certification Administration Committee Commission, can be found on the certification website.

1 WHEN AM I DUE?
2 HOW MANY POINTS?
3 WHAT QUALIFIES FOR PROFESSIONAL DEVELOPMENT
5 INDUSTRY-SPECIFIC PROFESSIONAL DEVELOPMENT
6 LEADERSHIP POINTS
8 HOW TO RECERTIFY
9 RETIREMENT
10 CONTACT & CAC