



CAP Reactivation Application

Individuals who have the CAP (Ret.) designation and wish to reactive their CAP must be within two years since holding an active CAP, submit this form along with the Reactivation Fee.

NOTE: You are exempt from needing the required recertification points but must meet all recertification requirements by your next due date.

If more than two years has passed since you were an active CAP designee, you must apply, pay for, and pass the CAP exam again.

Individuals who return to the workforce from Retired Status must notify the CAP Program and they will be returned to Active Status. They are required to pay the Administrative Reactivation Fee and all future recertification will require payment of the recertification fee.

Retired Status Fees

IAAP member \$50 USD

Nonmember \$100 USD

Please complete this form, to reactivate CAP (Ret.) classification to active CAP status.

☐ IAAP Member/ID Number _____ ☐ Nonmember

Name (First/M.I./Last)

Company currently working for

Date of official retirement

Current street address

City

State/Prov

ZIP/PC

Email address

Primary phone #

Original certification examination date

Date of retirement notification to IAAP

By signing below, I understand I must follow the current recertification guidelines to maintain my CAP certification.

Your Signature

Date

Method of Payment

☐ Check or money order enclosed (payable to IAAP) in the amount of \$ _____

☐ Please charge \$ _____ to my credit card: ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Card Number _____ Expiration Date _____ CSC Code _____

Name as it appears on card _____

Billing ZIP/PC _____ Authorized Signature (required for processing) _____

Applications submitted without payment will not be processed.