

EARNING YOUR


PROFESSIONAL
CERTIFICATION

Earning a certification is likely different from anything you’ve done academically in the past. It’s not your typical classroom learning, where you’re lectured on a particular subject, go home and review the information, and have a test at the end to evaluate what you’ve learned (and probably forget the information as soon as your pencil is down). Earning a certification takes real-world applicable knowledge, along with learned concepts and theories, and demonstrates to everyone, including yourself, you know your stuff.

Certification’s requirement to recertify every few years ensures your knowledge is fresh and up-to-date; a college degree is an accomplishment to be proud of, but it’s a foundation of learning to be built on.


Obtaining a credential says to the world that you love lifelong learning and are committed to being the best you can be, wherever your career journey takes you.

IAAP and ASAP have created this table to help you discover the differences and similarities between both the CAP and PACE. Make no mistake; both certifications are relevant and, in our opinion, necessary. Use this table in your certification planning and goal-setting; administrative professionals raising their own bar raises the overall profession a little bit at a time.



\$375

LEARN MORE



\$375

Member Price

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TIMING	
Year-round; self-selected date	Two windows per year in spring and fall; each window lasts 3 weeks
DELIVERY	
Online; Exam must be completed within one year of enrollment	Online; At various testing centers through a testing vendor domestically and internationally
ELIGIBILITY	
No requirements	Combination of education/work eligibility requirements
ACCREDITATION	
Member of Institute of Credentialing Excellence	Member of Institute of Credentialing Excellence
STUDY MATERIALS	
Study Plan, Study Guide & Training Videos included	Available at additional cost through IAAP; Textbooks used as core resources also recommended for study (see BOK)
TOPICS	
Covers 4 modules and 31 knowledge areas	Exam Blueprint called Body Of Knowledge; Covers 6 domains and 47 Performance Outcomes
RECERTIFICATION	
12 hours per year; Education must align with Modules; \$75 per 2 years	12 hours per year; Education must align with Body of Knowledge; \$150 per 3 years