# **EARNING YOUR**

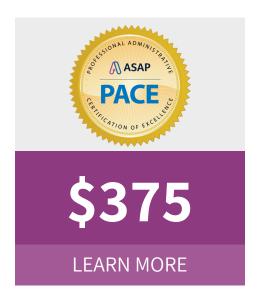
# PROFESSIONAL CERTIFICATION

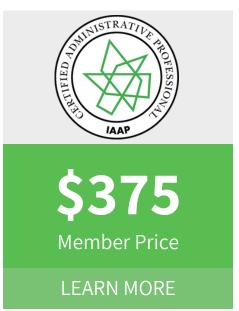
Earning a certification is likely different from anything you've done academically in the past. It's not your typical classroom learning, where you're lectured on a particular subject, go home and review the information, and have a test at the end to evaluate what you've learned (and probably forget 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.









#### 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

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### 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