What is the CAP/CAP-OM rating?
Administrative professionals can achieve professional certification by earning their CAP and/or CAP-OM certification through IAAP. Individuals earn their CAP/CAP-OM certification through examination. Professional certification shows employers you are a committed professional and provides opportunities to enhance your career success. Once an individual achieves their CAP and CAP-OM rating, they must recertify every five years. The CAP-OM is a specialty in Organizational Management.

What are the benefits to Southeast Missouri State University administrative professionals?
All Clerical, Technical and Service staff are eligible to receive $1200 annually for achieving their CAP certification and an additional $400 annually for achieving their CAP-OM certification. An individual must recertify every five years to maintain their certification and additional increase to their salary. The Business Policy and Procedure Manual states that:

"Southeast Missouri State University recognizes the value of the contributions made by its Clerical, Technical and Service staff. Accordingly, the University has instituted two programs whereby Regular or Term CTS employees will be awarded variance to their salaries for one or both of the following professional certifications:

1. $1,200 increment ($0.577 per hour x 40 hours per week x 52 weeks) as a variance to their salaries upon completion of the requirements for Certified Administrative Professional (CAP) certification and receipt of the certificate (or written evidence thereof from International Association of Administrative Professionals - IAAP). For part-time employees, the $1,200 salary variance will be pro-rated to the employee's percent of full-time assignment.
2. $400 increment ($0.192 per hour x 40 hours per week x 52 weeks) as a variance to their salaries upon completion of the requirements for Certified Administrative Professional Organizational Management (CAP-OM) certification and receipt of the certificate (or written evidence thereof from International Association of Administrative Professionals - IAAP). For part-time employees, the $400 salary variance will be pro-rated to the employee's percent of full-time assignment."

For more information about the variance, please review the information in section 03-16 (item IV) of the Business Policy and Procedure Manual or contact Human Resources.

Also, individuals have the opportunity to receive 12 hours of undergraduate credit for passing the CAP exam. Contact Testing Services for more information. Possibilities include: AD331, AD337, AD341, EC101. Other benefits of achieving the CAP/CAP-OM certification are job advancement, professional skills, and esteem. The University will reimburse an eligible staff member once for the CAP certification examination and once for the CAP-OM examination. The reimbursements should come from departmental operating budgets.

How to apply for the CAP/CAP-OM exam?
Information concerning the CAP/CAP-OM exam can be found at http://www.iaap-hq.org/certification. The CAP/CAP-OM exams are administered in early March and early September. Applications will be due approximately three months prior to the exam dates. Individuals must have a combination of education and experience to be eligible to take the CAP/CAP-OM exam.

How to prepare for the CAP/CAP-OM exam?
The Certification Exam Guide should be used to direct any course of study for the CAP/CAP-OM examinations. The Guide includes examination outlines, sample questions, bibliography of recommended study materials, and suggestions on exam review. Comparing the outline with your own background helps you determine what course of study will work best for you. References listed in the Certification Review Guide are actual college texts used to write examination questions. It is recommended that candidates use the latest edition of at least one or more textbook listed in each of the major areas tested. The Certification Exam Guide is available free of charge on the IAAP Web site http://docs.iaap-hq.org/pdf/certification/iaap-examguide.pdf. Several review materials are available from which to study. These are listed in the Certification Review Guide under "Bibliography." Each of these materials is intended for use as a review of materials previously learned. They should be used in conjunction with the bibliographic references listed in the Guide. Training and Development offers review sessions in the spring and summer/early fall prior to each examination. To register for the review sessions go to the Training & Development website at http://www.semo.edu/training/. These review sessions are review only and individuals are advised to begin preparation (depending on their education and experience) of the CAP/CAP-OM exams prior to attending the review sessions. If you have any questions concerning preparing for the exams, please contact the instructor of the review session.

Recertification
Information concerning recertification can be found at http://www.iaap-hq.org/certification/recertification1.

This tip sheet was prepared by Sherri Jenkins, instructor of the CPS/CAP Test Review Sessions offered by Extended and Continuing Education. For specific questions concerning certification please contact the IAAP Certification Office at certification@iaap-hq.org. 3-10-15