

CERTIFICATION UPDATE (06/07 #3)

A publication for Chapter and Division Certification Chairs
(with courtesy copy sent to Chapter and Division Presidents)

Congratulations on your efforts to promote and answer questions about the IAAP certification programs during the 2006-2007 year. Approximately 1,800 candidates will be taking the CPS and CAP exams on May 4-5, and others are preparing for the November exams. Many of those are candidates thanks to your efforts as Certification Chair.

In this issue of the **Certification Update** you will find upcoming exam and deadline dates, tips on preparing for the exams, new fee structure effective with the November 2007 exams, tips on assisting members with recertification, and preliminary information on the 2007 Certification Conference.

Your term as Certification Chair for your chapter or division may be coming to a close, or you may be staying for another year. Either way, we hope the **Certification Update** has been helpful to you in doing your job. But for now, the year isn't over, and there is still work to be done and information to share.

Upcoming May Exam

Neither the Certification Department nor the examination proctor can release names of candidates; however, for those who have shared with you that they are taking the exam, encourage them as they head out to test on May 4 and 5♦. The 3-part CPS exam and first 3 parts of the CAP exam will be administered on Saturday, May 5. Part 4 of the CAP exam will be administered the afternoon of May 4.

Future Exam and Deadline Dates

Following are the dates and deadlines for future exam administrations:

Exam Dates	Deadline Dates
Friday & Saturday, November 2 & 3, 2007♦	August 15, 2007
Friday & Saturday, May 2 & 3, 2008♦	February 15, 2008
Friday & Saturday, November 7 & 8, 2008♦	August 15, 2008

♦Certain Sabbatarian and international sites have been approved to test on Thursday and Friday. All other sites test on Friday and Saturday.

New Exam Fees Effective with the November 2007 Exams

IAAP Members	Nonmembers
CPS Exam	CPS Exam
\$ 50 processing fee	\$ 75 processing fee
\$160 for all three parts	\$210 for all three parts
\$ 60 per retake part	\$ 85 per retake part
CAP Exam	CAP Exam
\$ 50 processing fee	\$ 75 processing fee
\$210 for all four parts	\$260 for all four parts
\$ 60 per retake part	\$ 85 per retake part
\$120 for Part 4 only (active CPS holders only)	\$145 for Part 4 only (active CPS holders only)

The *Certification Application Packet* has been revised to reflect these new fees; please destroy any copies you have dated prior to March 2007. The *Certification Application Packet* is also available on the web at www.iaap-hq.org/Cert/CertAppPacket.pdf.

Recertification

All CPS holders approved to take the exam since January 1, 1988, are required to recertify every five years in order to keep their rating active; all CAP holders are required to recertify every five years in order to keep their rating active.

The complete Recertification Brochure and category listing is available at www.iaap-hq.org/Cert/recertification.pdf. Assist active CPS and CAP holders in your chapter by referring them to this brochure. There is also a recertification spreadsheet available to assist in tracking points as they are earned; the spreadsheet is available at www.iaap-hq.org/Cert/Recertification_Spreadsheet.xls.

A PowerPoint presentation and script is available on recertification. This can be used in your chapter to further explain the recertification program. Send a request for this tool to certification@iaap-hq.org.

How else can you as the Certification Chair assist the CPS and CAP holders in your chapter or division? By ensuring the education programs presented through your chapter or division are eligible and approved for recertification points. The education program must be at least one hour in length, and the topic must fall within the examination outline categories. The approval process is not time consuming for you, and there is no cost to your chapter.

Instructions and a form to use in requesting recertification points for your chapter programs are also available on the IAAP website at www.iaap-hq.org/Cert/recertification_prog_app_dir.htm. The completed form and backup documentation can be sent to the Certification Department via e-mail to certification@iaap-hq.org.

If the program is approved the Certification Department will e-mail an original recertification certificate that can be made available for all active CPS and CAP holders in attendance at your chapter or division education program. Please allow 2-3 weeks for processing.

2007 Certification Conference

The 2007 Certification Conference will be held October 14-17, on the historic River Walk in San Antonio TX. Hotel reservations can be made now at the Hyatt Regency San Antonio; phone 800.233.1234. Identify yourself as an attendee of the IAAP Certification Conference to receive our room rates of \$175 single/\$180 double (plus taxes).

Complete details will be available on the IAAP website soon (under [Events & Conferences](#)), and registration will open June 1. Early bird registration (June 1-July 31) is open only to those who have an active CPS or CAP rating; early bird fees will be \$495 for active CPS and CAP holders who are members of IAAP, and \$575 for nonmembers. Starting August 1, registration will open for those who are not certified; fees will be \$575 for IAAP members and \$680 for nonmembers.

The 2007 Certification Conference will provide top-notch educational sessions, valuable networking opportunities, and a time to relax and have some fun. Make plans now to attend and learn as we look at the stage manager role of the administrative professional.

As Certification Chair please contact the Certification Department with your questions. And don't hesitate to send your members and local candidates to us for assistance as well. The main e-mail address for the Certification Department is certification@iaap-hq.org. Our phone number is 816.891.6600 and our extensions are 2227 (Kathy Schoneboom CPS/CAP, Certification Manager); 2225 (Jennifer Mead CPS/CAP, Assistant to Certification Manager); and 2248 (Vicki Twombly, Certification Specialist).