

What's On The CAP?

The IAAP Certified Administrative Professional exam is an assessment-based professional certification to certify office management and business administrative professionals. The CAP exam includes 7 functional area domains.



**Organizational
Communication**

**Office
& Records
Management**

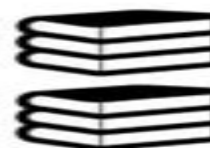


**Business
Writing
& Document
Production**

**Event &
Project
Management**



**Financial
Functions**



**Technology
& Information
Distribution**

**Human
Resources**

The CAP exam includes 300 multiple-choice questions.

Test Section

% Of Questions

Organizational Communications	25%
Business Writing & Document Production	20%
Technology & Information Distribution	15%
Office & Records Management	15%
Event & Project Management	12%
Human Resources	8%
Financial Functions	5%

Scores

The pass / fail cut-score is determined by using a scaled score of 500. A score of 500 or higher indicates the candidate has passed the exam.

The CAP exam is offered two times per year over 11 to 12 day period. The exam is offered once in the Spring and once in the Fall.

Testing appointments are scheduled on a "first come, first served" basis

Time



3.5 hours

Fees



Spring Exam:
IAAP Member: \$350
Non-member: \$525

Fall Exam:
IAAP Member: \$375
Non-member: \$560

Informs Cap Study Guide

Liying Dong



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