

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**

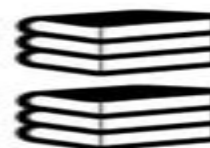


**Business
Writing
& Document
Production**

**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

Susan M. Ford, Sally S. Roach



Informs Cap Study Guide:

The book delves into Informs Cap Study Guide. Informs Cap Study Guide is a crucial topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Informs Cap Study Guide, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Informs Cap Study Guide
 - Chapter 2: Essential Elements of Informs Cap Study Guide
 - Chapter 3: Informs Cap Study Guide in Everyday Life
 - Chapter 4: Informs Cap Study Guide in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, this book will provide an overview of Informs Cap Study Guide. The first chapter will explore what Informs Cap Study Guide is, why Informs Cap Study Guide is vital, and how to effectively learn about Informs Cap Study Guide.
3. In chapter 2, this book will delve into the foundational concepts of Informs Cap Study Guide. The second chapter will elucidate the essential principles that need to be understood to grasp Informs Cap Study Guide in its entirety.
4. In chapter 3, the author will examine the practical applications of Informs Cap Study Guide in daily life. The third chapter will showcase real-world examples of how Informs Cap Study Guide can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Informs Cap Study Guide in specific contexts. This chapter will explore how Informs Cap Study Guide is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Informs Cap Study Guide. This chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Informs Cap Study Guide.

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