

The Ak-Sar-Ben Chapter  
IAAP<sup>®</sup>  
Certified Administrative Professional<sup>®</sup>  
Exam Study Group



**International Association of**  

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**Administrative Professionals<sup>®</sup>**

NOVEMBER 2010  
EXAM SESSION

## GETTING STARTED

Go to the International Association of Administrative Professionals (IAAP®) website [www.iaap-hq.org](http://www.iaap-hq.org)

Once in the IAAP® web site, click on "Professional Development" at the top of the page and then click on "certification" on the upper left side of the page  
<http://www.iaap-hq.org/prodev/certification/index.html>

Review the options from the drop down box.

- Advantages of Certification
- Frequently Asked Questions
- Forms
- Academy
- Statistics
- Certification Seminar
- Recertification
- Future Exam Dates and Deadlines
- CPS/CAP Review Materials

It is strongly recommend that each study group participant print their own copy of the *Certification Review Guide* located in the body of the Professional Certification page.

### Application Deadline Dates:

Application in by **August 15** for November 2010 Exam. Exam is Friday, November 5, 2010. In order to take the CAP Exam, you must also take the CPS Exam. You may take and pass the CPS exam first and then take the CAP at a later time or you may take the CPS Exam and the CAP Exam during the same testing period. (Take the CAP exam on Friday and then the CPS on Saturday).

Testing Site: Blue Cross & Blue Shield

### Study Group Attendee:

**Dates and Times:** Each Wednesday, July 14 through Wednesday, November 3 from 5:30 - 7:00 PM. The first meeting on July 14 will be an informational meeting and to ensure that everyone has the necessary study guides.

**Contact:** Lynn Kroeger 963-8219 (wk), 697-1653 (h) or 707-9675 (cell) or email [lynn\\_kroeger@csgsystems.com](mailto:lynn_kroeger@csgsystems.com)

**Location:** Village Inn, 78<sup>th</sup> and W. Dodge, 384-9950

**On-site contact:** Manager, Village Inn, 78<sup>th</sup> and W. Dodge, 384-9950

**Membership/Certification Committee Contact:** Lynn Kroeger, 963-8219(wk), 697-1653 (h), or 707-9675 (cell) or [lynn\\_kroeger@csgsystems.com](mailto:lynn_kroeger@csgsystems.com)

### NOTE:

- Beverages and food can be ordered at Village Inn and it is requested by management that a beverage at least be ordered to enable us to use their facility for the study group.





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**November 3**                      Overall Final Review  
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    Review of Prentice Hall  
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**November 5**    CAP EXAM DATE



## STUDY RESOURCES:

Examination Review Series:  
Part IV Organizational Planning  
*Prentice Hall Fifth Edition*

Examination Review Series: Part III  
Management, *Prentice Hall Fifth Edition*

Can also be used:  
 Personal Tutorial for Administrative  
 Professionals: Part IV Organizational Planning  
*Metcalf 2004*