



CREDIT FOR PRIOR LEARNING

Certified Administrative Professional

Student's Name

Empl ID (Required)

The CAP examination is developed and administered by IAAP® Headquarters and Assessment Systems. To attain the CAP rating, a candidate must meet certain educational and work experience requirements which are part of a four-step process. Upon successful completion of the CAP examination, successful candidates may be awarded credit in the following courses provided that appropriate CAP documentation is attached. **Note: Former CPS holders** were automatically upgraded to CAP designation in 2011.

Certified Administrative Professional (CAP) Credits Allowed: 18

<input type="checkbox"/>	AST 101	Keyboarding I	3 credits
<input type="checkbox"/>	AST 205	Business Communications	3 credits
<input type="checkbox"/>	AST 243	Office Administration	3 credits
<input type="checkbox"/>	BUS 200	Principles of Management	3 credits
<input type="checkbox"/>	BUS 202	Applied Management Principles	3 credits
<input type="checkbox"/>	BUS 205	Human Resources Management	3 credits

Evaluator
(Advisor, Program Head, Faculty, CPL Specialist)

Date

Academic Dean

Date

Records Use Only:

Date Recorded: _____ Initials: _____

Revised 11/2024