

International Association of Administrative Professionals (IAAP)

(Formerly Professional Secretaries International (PSI®))

The Certified Professional Secretary (CPS) and The Certified Administrative Professional (CAP) administer their exams with a paper format. The IAAP web site is <http://www.iaap-hq.org/>.

DANTES TCOs may administer these exams. The Certified Professional Secretary (CPS®) rating and certificate may be obtained by individuals who meet specific educational requirements, have verifiable secretarial experience, and pass a comprehensive 1 day, three part examination. The Certified Administrative Professional (CAP) rating and certificate may be obtained by individuals who meet specific educational requirements, have verifiable secretarial experience, and pass a comprehensive 1-1/2 day, four part examination.

<u>Type of Certification</u>	<u>Exam Date</u>	<u>Registration Date</u>	<u>Fees*</u>	<u>DEPH Chapter</u>
Certified Professional Secretary (CPS)	06-07 May 11	15 Feb 11	\$50 Processing (M)	http://www.dantes.dod.ed.mil/Dantes_web/library/docs/deph/part3/IAAP.pdf
	05-06 Nov 10	15 Aug 10	\$160 Exam (M)	
			\$85 Processing (NM)	
			\$250 Exam (NM)	
Certified Administrative Professional (CAP)	06-07 May 11	15 Feb 11	\$50 Processing (M)	
	05-06 Nov 10	15 Aug 10	\$210 Exam (M)	
			\$85 Processing (NM)	
			\$300` Exam (NM)	

For more detailed information on all of the exams offered by IAAP, please refer to <http://www.iaap-hq.org/Cert/examrevw.pdf>.

***Member (M) Non-member (NM)**