

CPS and CAP Recertification

The Key to Continued Professionalism

Changes to Comply with Mandatory Recertification

Points Required: 90 points (just lowered from 120)

Three Categories: 1) Education/Experience
2) Leadership
3) Elective

Recertification Fee: \$75 (this fee has not been increased since 1988)

Recertification Categories	Points	Appropriate Documentation Required
1) Education/Experience Includes seminars attended or conducted specific to the areas of technology, office administration, business law, financial management, management, team skills, or strategic planning.	Up to 90 hours 1 point per contact hour	Verification for educational sessions would be a certificate, an HR transcript, letter from employer or individual conducting the educational session, or similar. In all cases, must include the topic, date attended, and number of hours.
Or college courses in the same topics listed above.	10 points per college credit	College transcript or grade card showing college credits earned.
Or self-study courses, such as the 50-Minute Crisp books, or on-line courses.	1 point per CEU awarded or 1 point per contact hour or 1 point per suggested hours published for on-line courses	CEU certificate or certificate of completion. All courses must include an exit exam.
May also include workplace experiences in the areas of team skills, strategic planning, or advanced administration.	10 points per project	Verification would require a letter from employer.
Technology certifications, such as MOS certification.	5 points	Verification would be copy of official certificate.
Other Professional Certification held. Examples would be ALS, PLS, CEOE, CMP, to name a few.	10 points	Verification would be copy of official certificate.
2) Leadership Includes leadership in IAAP, work, civic, religious, etc.	30 points maximum 5 points per office or chairmanship	Verification of IAAP leadership would be a signed statement by current unit presidents for each office or chair held. Verification for leadership outside IAAP would be a signed statement or letter from another officer or chairman within the organization, your employer, etc.
3) Elective Category Includes courses specific to your employment (medical, real estate, etc); courses specific to IAAP (how to reenergize your chapter, etc); courses in personal finance, workplace violence, retirement planning, etc.	30 points maximum 1 point per contact hour	Verification needs to include contact hours, date, and content. Can be a certificate, HR transcript, letter from employer, or individual conducting course.

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