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of
Administrative Professionals

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Certification

[Exams](#)

[College Credit](#)

[Recertification](#)

[Statistics](#)

[Options Training](#)

[Online Training](#)

[Online College](#)

[Webinars/Seminars](#)

[officePRO
Buyers' Guide](#)



THE CAREER ADVANTAGE

If you're looking for ways to help you get ahead in the workplace, stop here. We at IAAP offer two professional ratings for office professionals. The Certified Professional Secretary and Certified Administrative Professional ratings are the industry recognized standards of proficiency.

You'll improve your professional qualifications, increase your skills and knowledge and raise your self-esteem by taking and passing the exams. You may also obtain college credit and, according the latest survey from OfficeTeam, get up to a 7 percent increase in salary.

The CPS and CAP exams are based on the premise that an administrative professional should have basic knowledge of office systems, technology, office administration, and management, and know how to apply the principles of good human relations and communications. Some of the examinations are based on knowledge acquired by the office professional through formal education and informal reading. Employers also expect their admin to be thoroughly familiar with current techniques in office practice and procedures and aware of developments in office systems and technology.

Why wait? Do something for yourself and your career today. **Get certified!**

CPS

Certified Professional Secretary

The CPS Examination is a three-part exam, covering the areas of office systems and technology, office administration and management.

CAP

Certified Administrative Professional

The advanced CAP Examination is a four-part exam, covering the areas of office systems and technology, office administration, management and advanced organizational management.