

What Our Graduates Say

"The reason I wanted to receive my CCAP designation is to remain current, up to date and competitive within my field, but also expand my knowledge base and expertise. I'm a true believer in continuous education to improve upon oneself and sticking out from the crowd!"

~ E. Bell, CCAP

"What started as a desire and online research for one course to take, somehow became a journey of eight courses when I stumbled upon the CCAP designation on the Association website. While working through the courses and attending branch meetings, it really sunk in with me that being in the administration field is a profession as valuable as any other. We are professionals providing a vital service, so we must continually educate ourselves to keep current to provide the best service we can to our executive partners. It's been an enlightening journey."

~ C. Mittelstadt, CCAP

"Obtaining my CCAP has given me a competitive edge to move forward in my career at the college. The reason I pursued my CCAP is because I see great value in the designation and wanted to be part of a nationally recognized association."

~ C. Hiles, CCAP

What Employers Say

"As a professional services firm the importance of having qualified people completing work for our clients is paramount. We pride ourselves on having a great team of licensed and certified professionals in all of our practices which helps to demonstrate the level of quality that we deliver. We have been endorsing the CCAP program and encouraging our administrative staff to obtain their CCAP designation for many years. CCAP's provide our business with an expanded scope of capabilities that are advantageous to us and that give us a competitive edge. The skills that these individuals develop through the program are invaluable allowing them to contribute more positively to their teams and enabling them to better support all aspects of our business. Several of our employees have taken the initiative to go through this program. Although there is a time and cost commitment, we have found that the benefits are well worth it. I would highly recommend anyone in the administrative profession to make obtaining their CCAP certification a priority goal in their career."

~B. Jagger, Director, Human Resources,
WSP Canada Inc.

Promoting Administrative Excellence Nationwide

For more information about the CCAP program please contact:

aap.national.registrar@canadianadmin.ca

www.canadianadmin.ca



Learn | Grow | Thrive

The Canadian Certified Administrative Professional (CCAP) Program, sponsored by the Association of Administrative Professionals, is one of the vehicles available to those interested in advancing their professional development. This program is available through distance, online, correspondence, and lecture courses from universities and colleges across Canada.



The Program

Certification is a statement of the skills you have and take with you from role to role. The process of credentialing reinforces the value of the courses you've taken, the administrative excellence and core work competencies you have demonstrated, and your commitment to life-long learning.

Keeping skills up-to-date with current trends is vital to any role. More and more often Administrative Professionals are recognized as key team members and as such, employers are looking for a higher level of professionalism.

Having a professional designation lets your supervisor and co-workers know that you take your professional role seriously and that you keep your skills current.

Benefits



Certification is similar in concept to the professional registration that applies to teachers, nurses, doctors, plumbers, and accountants, etc: it shows that those who

have their CCAP Certification are benchmarked as being up to the standard required to practice their profession.

Employers recognize the value of hiring an employee with a professional designation. They also recognize individuals who have worked to complete a personal goal and fully support those who constantly upgrade their skills.

This accreditation, recognized in the professional environment, can lead to greater challenges, opportunities, and financial remuneration for those who have achieved the Canadian Certified Administrative Professional (CCAP) designation.

Enrollment



Membership in the Association of Administrative Professionals is a requirement in the CCAP program. If you are not already a member you can

join the Association at the same time.

There is a one-time Enrollment fee that must be submitted along with a completed Enrollment form.

Download your Enrollment form at www.canadianadmin.ca and start your exciting journey today.

Feel free to contact our National Registrar for more information at

aap.national.registrar@canadianadmin.ca

To Graduate



You must be a member of the Association for a minimum of one year and meet the following requirements:

- Courses that make up the CCAP program must be completed within 7 years of enrolling in the program.
- Confirmation from a person in a management position to verify that the CCAP applicant possesses a minimum of two years' work experience in an administrative role and demonstrated mastery of the Administrative Professional's core competencies in the following areas of expertise:
 - Business Management, Technology, Leadership/ Organizational Skills, and Communications/ Interpersonal Skills.