



Core Competency Verification Form

Applicant's Name _____

Verifying Professional's Contact Information

Name _____

Title _____

Company name _____

Address _____

City, province, postal code _____

Phone no. _____

Email _____

In accordance with the requirements of the Canadian Certified Administrative Professional (CCAP) program offered through the Association of Administrative Professionals (AAP), the demonstration of core competencies must be verified by someone in a management position, either with a current employer or a previous one. It must also be confirmed that the CCAP applicant has **demonstrated expertise in at least 60% of each of the four categories** shown below.

Core Competencies to be Verified

Check the core competencies demonstrated by the CCAP candidate.

Business Management

- Financial/accounting/budgets
- Project/event management
- File and information management
- Research, analytical, critical thinking, and problem solving
- Meeting coordination (all aspects)

Leadership/Organizational Skills

- Human resources
- Professionalism
- Time management/prioritizing
- Reliable and dependable
- Team player
- Leadership/management skills
- Confidentiality

Technology

- Computer skills (Office, spreadsheets, etc.)
- Internet research
- Live meeting/Skype
- Other research expertise
- Social media
- Website management
- Electronic calendar/scheduling

Communications/Interpersonal Skills

- Report/proposal writing
- Public relations
- Business communications (oral and written)
- Email protocol
- Presentations
- Interpersonal communications expertise to maintain successful professional relationships

The undersigned verifies that the CCAP candidate demonstrates the core competencies checked above.

Verifier name (please print)

Verifier signature

Date