



**Association of
Administrative
Professionals**

Experience 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), members who wish to obtain the CCAP certificate and designation must possess at least five years of administrative experience or three if enrollee has a Bachelor of Administration (copy of certificate must be provided), which must be verified by someone in a management position, either with a current or previous employer.

The undersigned verifies that the CCAP candidate possesses a minimum of five years of experience as an administrative professional.

Verifier name (please print)

Verifier signature

Date