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$_A$ 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$_A$ candidate.

Business Management	Leadership/Organizational Skills
☐ Financial/accounting/budgets	☐ Human resources
☐ Project/event management	☐ Professionalism
☐ File and information management	☐ Time management/prioritizing
☐ Research, analytical, critical thinking, and problem solving	☐ Reliable and dependable
☐ Meeting coordination (all aspects)	☐ Team player
	☐ Leadership/management skills
	☐ Confidentiality

Technology	Communications/Interpersonal Skills
☐ Computer skills (Office, spreadsheets, etc.)	☐ Report/proposal writing
☐ Internet research	☐ Public relations
☐ Live meeting/Skype	☐ Business communications (oral and written)
☐ Other research expertise	☐ Email protocol
☐ Social media	☐ Presentations
☐ Website management	☐ Interpersonal communications expertise to maintain successful professional relationships
☐ Electronic calendar/scheduling	

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

_____ _____ _____

Verifier name (please print) **Verifier signature** **Date**

ccap Canadian Certified Administrative Professional