



**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_A certificate and designation must possess at least three years of administrative experience or two 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_A candidate possesses a minimum of three years of experience as an administrative professional.

Verifier name (please print)

Verifier signature

Date