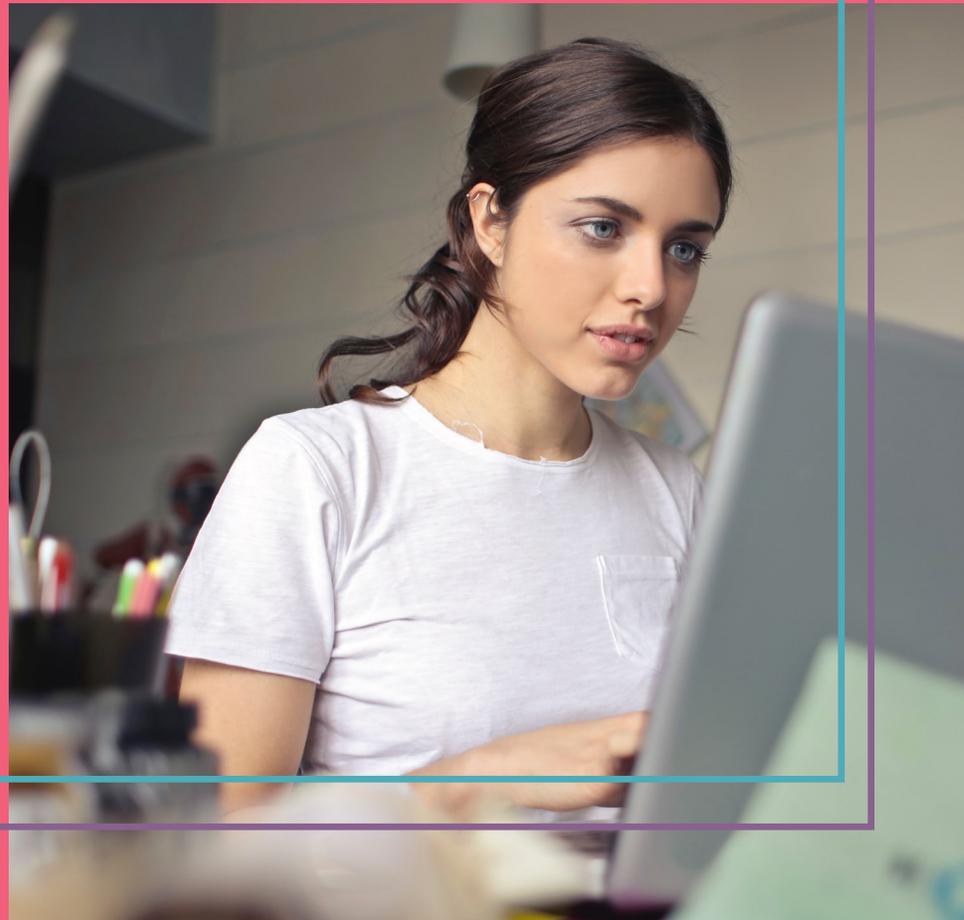




# certification guidebook



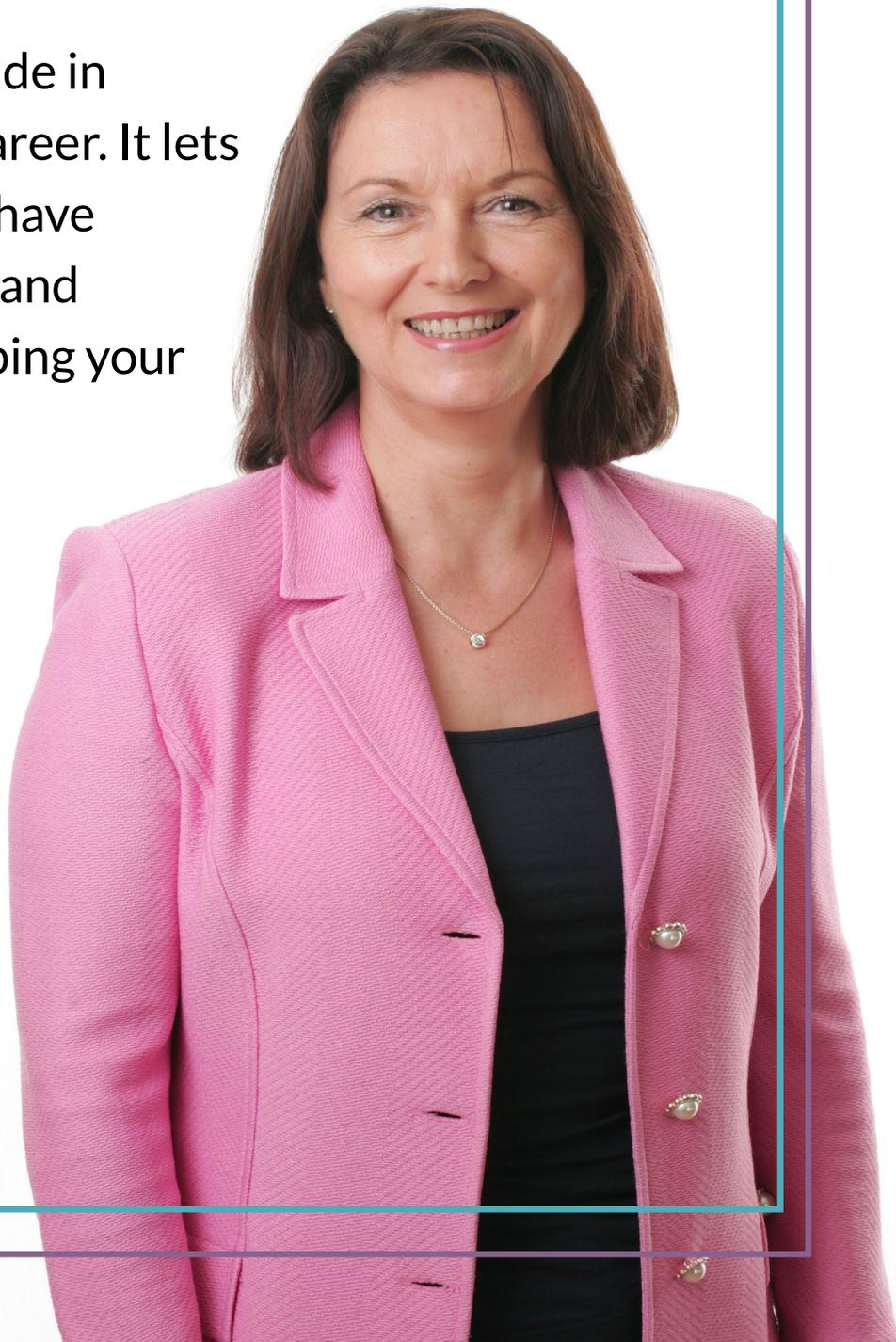


## What does it mean to have a certification?

Having a professional certification shows pride in yourself and in your career. It lets others know that you have expertise in your field and are committed to keeping your skills up to date.

*"Professionalism: It's NOT the job you DO, It's HOW you DO the job."*

*~ Anonymous*





## Are there benefits to having a professional certification?

Our designations, recognized in the professional environment, can lead to greater challenges, opportunities, and financial remuneration to those who have achieved certification as a Canadian Certified Administrative Professional (CCAP) or as a Canadian Certified Administrative Professional Associate (CCAP<sub>A</sub>).



A professional certification sets you apart from the competition when a potential employer looks at your resume.

Employers like to see people who continuously update their skills and earning your designation shows them that you are that type of person and a desirable member of their team.



## What certification does the AAP offer?

Our Association created the CCAP program to establish a national set of standards for qualifications.

We offer two professional certifications: the Canadian Certified Administrative Professional (CCAP) - accreditation attained through courses available at universities and colleges across Canada; and the Canadian Certified Administrative Professional Associate (CCAP<sub>A</sub>) - available through our online portal.

The advantages of advanced learning will be of mutual benefit to the company and the Administrative Professional. The requirements for work experience and demonstrated core competencies will provide validation/ mastery of skills related to the role of the advanced administrative professional.





# What is the difference between CCAP and CCAP<sub>A</sub>?

The CCAP program is grounded in five Centres of Expertise. These Centres cover topics of Business Communications, Project/ Event Management, Technology/Computer Skills, Business Operations, and Leadership.

The CCAP<sub>A</sub> covers four of the five Centres - Business Communications, Project/ Event Management, Technology/ Computer Skills, and Business Operations.

Courses that make up the educational components of both certifications are meant to build on the basic skills already learned.

Both programs have a membership requirement as well as a work experience and a core competencies validation component. Experience along with education demonstrates that you have the knowledge and skills to excel in our industry.





## Who is eligible?

Do you want to show your employer that you are serious about your role?

Do you want to expand your skills?

Is your goal to take on more responsibilities?

If you answered yes to any of these questions then you are eligible.

You must be an **AAP** member to enroll in the program. Enrollment is open to everyone no matter where you live. However, courses must be taken through one of our educational partners.





## How do I earn my CCAP certification?

*You must be a member of the **AAP** to enroll in the CCAP program.*

There is an online application form to be completed and a one-time enrollment fee to be paid. Once you are enrolled there are seven courses based on the five Centers of Expertise to complete through our educational partners - Canadian universities and colleges across Canada. Four compulsory and three elective courses make up the seven courses and can be completed in any order you choose but they must be completed within seven years from the time you enroll. Each time you finish a course, you need to submit proof of completion to the Registrar.

Work experience is an important component of our program and verification of experience is required.

A minimum of five years' experience (three with a Bachelor's of Administration) is necessary.

Proven mastery of core competencies, compiled by employers across Canada as being crucial to the role of an advanced-level office professional must be verified by your employer.





## Can I use course(s) I have already taken to exempt me from having to take them again?

### *If you have completed some of the courses already:*

You may have taken some of the certification courses before as part of another program. If so, you may be eligible for exemption.

- If the course was completed through one of our educational partners within the last five years and a transcript is provided we can conduct a review.
- If the course was completed within the last five years through a school that isn't one of our educational partners we can still consider it for exemption. A transcript and the original course syllabus is required in order to conduct our review.

### *Recommendations for internationally educated students:*

We require you to have your academic records evaluated by World Education Services (WES). The AAP requires a Course-by-Course International Credential Advantage Package (ICAP). The **original** course syllabus for the course(s) completed must also be provided with the request for an equivalency review.





## How do I earn my CCAP<sub>A</sub>

*You must be a member of the **AAP** to enroll in the CCAP<sub>A</sub> program.*

The CCAP<sub>A</sub> program covers the content of four of our five Centres of Expertise. Courses include one compulsory course - Business Communications and one elective from each of the following three Centres - Project/Event Management, Technology/Computer Skills, and Business Operations.

Once you are a member you will be given access to your AAP student profile. Through there you are able to purchase the courses for the CCAP<sub>A</sub> certification. All courses are available to purchase individually or as a package and are completed online.



Work experience is an important component of our program. To earn the certification you must have a minimum of three years' experience (two with a Bachelor's of Administration).

Verification of core competencies is required before certification is awarded.



## What are the work experience and core competency components?

Experience is one of the greatest teachers. Often experience is strong in certain areas but not in all. Education gives you exposure to new ideas and approaches that perhaps your experience hasn't. Together, education and experience give you the self confidence to be the leader you can be.

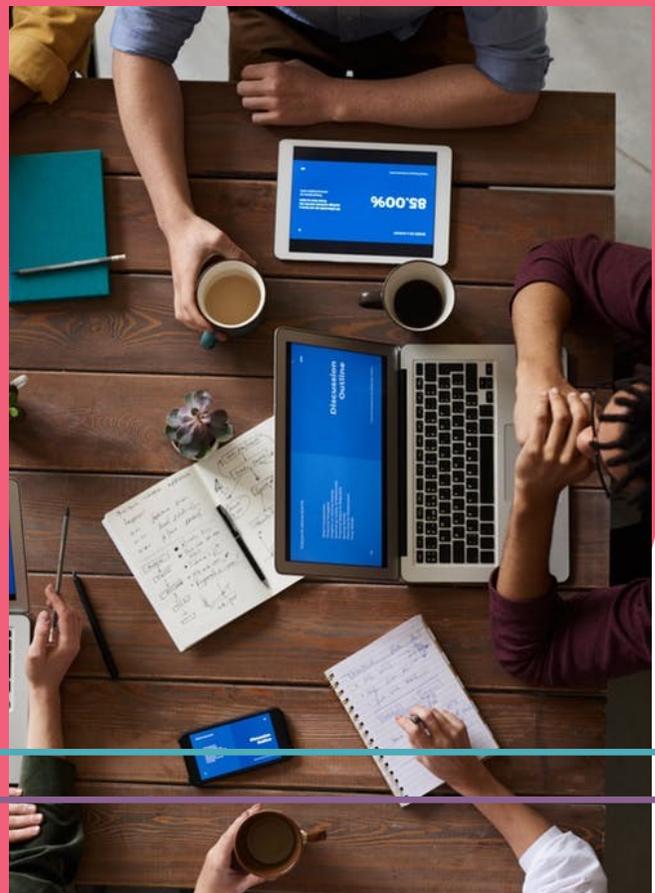
For the CCAP certification you must have five years' experience (three with a Bachelor's of Administration).

For the CCAP<sub>A</sub> certification you must have three years' experience (two with a Bachelor's of Administration).

Employers across Canada compiled a list of the core competencies they see as being crucial to advanced-level office professionals.

The broad areas of competency validation are:

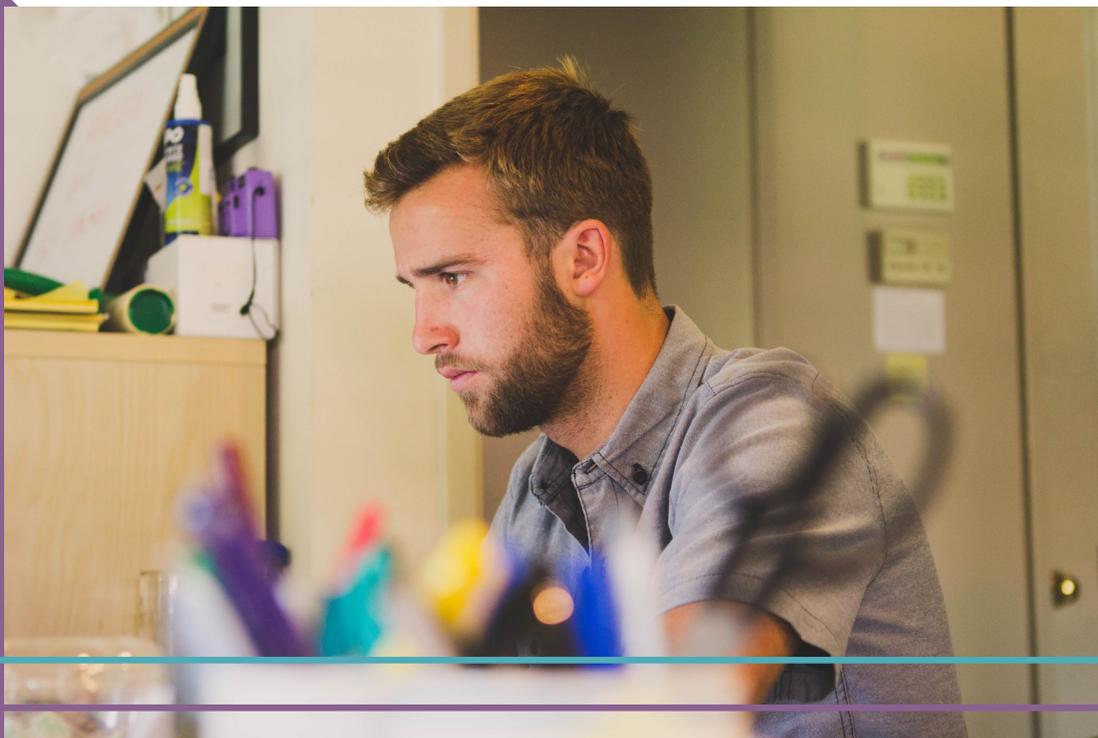
- Business Management
- Technology
- Leadership/  
Organizational Skills
- Communications/  
Interpersonal Skills



## I have my CCAP<sub>A</sub>. Can I use it to get my CCAP?

Sometimes circumstances change and we decide that we want to take that extra step in our professional development.

It is possible to go from holding a CCAP<sub>A</sub> certification to a full CCAP certification. You will need to complete the missing courses that provide credit for the Leadership Centre of Expertise through one of our educational partners.





## I already have a similar certification from another organization. Can I use it to get my CCAP?

The **AAP** offers an online equivalency exam for those that hold an administrative designation from another organization. The exam covers our five Centres of Expertise. You must be a member of the **AAP** for a **minimum** of one year **prior** to completing the exam and pay the exam fee. Proof of your previous certification must be provided in order to take the exam.





## I have earned my certification now what?

Ongoing professional development is important to staying up to date with your skills.

Once you have earned either the CCAP or CCAP<sub>A</sub> certification, you will be required to renew it every three years. To renew certifications you must pay the renewal fee and earn certification renewal credits over a three-year period. If you hold the CCAP certification it is 40 credits and for the CCAP<sub>A</sub> certification it is 30 credits.

Credits can be earned in many different ways. For more information see our Certification Renewal Guidebook.





## Cost Breakdown

### CCAP

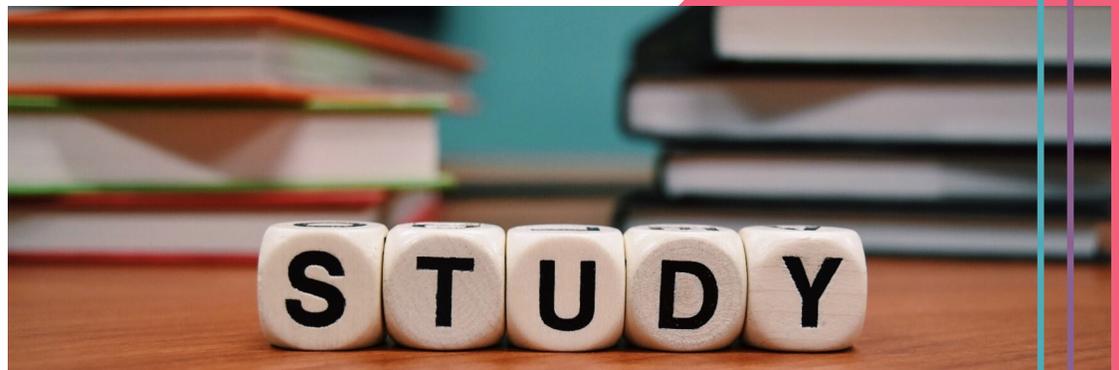
Enrollment Fee	\$200
Courses and related school fees	Set by college or university

### CCAP<sub>A</sub>

Enrollment Fee	\$200
Individual Courses	\$399 each
Exam	\$249
Package – Enrollment, Courses + exam	\$1899

### Certification Renewal

CCAP or CCAP <sub>A</sub>	\$100 every three years
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More questions?

If you didn't see the answers to your questions, please contact our National Registrar at [aap.national.registrar@canadianadmin.ca](mailto:aap.national.registrar@canadianadmin.ca)

**Learn** | **Grow** | **Thrive**

