

**From:** IAAP [mailto:enewsletter@iaap-hq.org]  
**Sent:** Thursday, January 17, 2008 7:57 AM  
**Subject:** IAAP: A recertification reminder!

This message is a reminder that you are required to update your credentials through the recertification process every five years.

Effective January 1, 2005, those CPS and CAP holders not keeping current through the recertification program have their certification status changed to inactive on the IAAP database.

What does this mean to you?

- Those attaining the CPS or CAP rating in 2003 must recertify within five years of certifying, and every five years thereafter. If you certified in May 2003, you must recertify by May 2008; certified in November 2003, you must recertify by November 2008; etc. If you previously recertified in January 2003, you must recertify January 2008, and so forth based on the month you last recertified.
- If you do not maintain your CPS or CAP designation through recertification, your rating will be marked inactive on the IAAP database with no further notice to you; and future IAAP mailings, IAAP membership rosters, etc., will no longer show the CPS or CAP letters after your name.
- If you do not fulfill your recertification requirements, you will no longer be eligible to use the CPS or CAP letters after your name.
- If an employer or college should check on your certification status, and you have not recertified, they would be told that you did originally certify, however, you have not kept current through the required process of recertification.

If the CPS or CAP holder does not meet the recertification requirements, or fails to provide documentation of meeting the requirements, that individual may submit an appeal if there are extenuating circumstances. If the appeal is accepted, the CPS or CAP holder will be notified and will have up to 60 days to provide the required documentation. If the documentation is not received in the required 60 days, the CPS or CAP

certification status will be changed to inactive without further notice to the applicant. Failure to comply with mandatory recertification requirements will require individuals to reapply and retest to regain active certification status.

Retired CPS or CAP holders are not required to recertify. However, the Certification Department must receive a letter or email verifying the retired status of the CPS or CAP holder.

By earning the CPS or CAP rating, you have received the most prestigious designations offered to administrative professionals. The achievement of the CPS or CAP rating is both a validation of current skills and a commitment to a life-long learning process. IAAP is continuing efforts to work with employers and human resources managers. For an employer looking at two resumes, one of an individual who is certified yet has not recertified, and one of an individual who is certified and has maintained their rating through recertification, the greater weight would most likely be with the individual who has taken the step to show they have remained current through the recertification process. Recertification is the key to continued professionalism and to the integrity of the certification program. It is a tool you can use to keep the upper edge in your career.

The current Recertification Brochure, which includes the application and listing of categories available to gain points, is available on the IAAP website at [www.iaap-hq.org/Cert/recertification.pdf](http://www.iaap-hq.org/Cert/recertification.pdf). There is also a spreadsheet available to assist you in tracking points as you earn them: [www.iaap-hq.org/Cert/Recertification\\_Spreadsheet.xls](http://www.iaap-hq.org/Cert/Recertification_Spreadsheet.xls); this should also be included when submitting your completed recertification packet.

Questions may be directed to the Certification Department at 816.891.6600 ext 2248, 2227, or 2225; via fax 816.891.9118, or e-mail [certification@iaap-hq.org](mailto:certification@iaap-hq.org). \*\*

Don't let your certification status become inactive and lose the ability to list the CPS and CAP letters after your name.