

Examples of Recertification Topics (What counts/What does not)

DOES COUNT	DOES NOT COUNT
An education session (in the content areas of the CPS and CAP exams)	An information session
Program on workplace violence using critical thinking skills to diffuse a situation	Self-defense class such as judo; program on domestic abuse
Principles of marketing	Marketing yourself and your part-time job selling Avon or other sales
Stress management education	Healthy heart Breathing techniques Meditation or yoga
Paralegal courses legal research warranty deeds	Being a notary
Real estate courses if specific to your job (would be an elective)	Personal real estate license
Insurance courses if specific to your job (would be an elective)	Personal insurance agent
Emergency preparedness; establishing a plan to move people and things in an emergency, etc.	Medical techniques CPR training
Ergonomics education proper placement of office equipment proper lighting in an office, etc.	Massage therapy Aromatherapy Feng Shui
Using digital images in presentations or PowerPoint	Basic photography
Official PowerPoint and script on IAAP certification	How to establish a review course; or how to continue your education or earn college credits
Professional dress code explanation of	Style and grooming tips Fashion show Wardrobe building



DOES COUNT	DOES NOT COUNT
How to be a leader, supervisor, team leader	How to be a chapter officer (job descriptions) How IAAP does business
Basics of Roberts Rules (would be an elective)	Chapter bylaws
Official IAAP PowerPoint presentations (approved in the elective only if the official presentations are used)	How to become a member, chapter or division of excellence IAAP - What's in it for me? RTF or Vista Grande description CPS and CAP exam descriptions
Strategic planning (how to)	Chapter creating a strategic plan (this is how IAAP does business)
Presentation skills	History of Toastmasters
	Health issues: Cancer awareness Heart Menopause Diabetes Organ donation Nutrition High blood pressure

All programs must provide at least one hour of education.

Most technology courses count for recertification; however, there are stipulations. General technology courses count in the Education category; company specific courses count in the Elective category.

There are a wide variety of 50-Minute books that have been approved for recertification; these are all available through the IAAP website bookstore. Reading books other than the approved 50-Minute books does not qualify for recertification.

Online courses must meet other recertification guidelines; the course must be at least one hour in length and the content must fall within the CPS and CAP content outline. In addition, online courses must have an exit exam and specific documentation of time.

Program Content must fall within the outline categories of the CPS and CAP exams:

- Computer hardware, systems and configuration
- Document layout, design, reproduction software
- Managing physical resources
- Records management
- Communication
- Human resources
- Accounting procedures and analysis
- Time management
- Organizational planning
- Advanced administration
- Team skills
- Advanced communication

Complete listing of CPS and CAP exam content is found in the Certification Review Guide.

For additional assistance contact certification@iaap-hq.org.

