

## CAP Study Group – Frequently Asked Questions

**1) What exam is the study group preparing for?**

We are preparing for the Certified Administrative Professional exam.

**2) How long will the study group meet?**

We will meet online every Tuesday night from January 2, 2018 through April 3, 2018 for two hours (7:00 – 9:00 p.m. central time) per session. In addition, there will be a debriefing session on April 24, 2018.

**3) How much does the study group cost?**

The early bird registration cost is \$100 to participate in the 15-week study group. **There are no refunds issued once the study group begins.**

**4) Where will the meetings be held?**

**ONLINE!** Yes, you can participate in this study group from the comfort of your own home (or office, if you feel like it).

**5) What will I need to participate?**

You will need to have a computer with internet access and speakers or you can call in on the phone. If necessary, you can type questions in the chat window. We will be using webinar software for our discussions.

We will also be using a yahoo study group, where all group emails will be sent and all files, links to recordings and helpful websites will be stored. You can use any email address with this group, but you will need to have a yahoo ID to join the group.

Your computer needs to be able to run Flash.

**6) What if I have to miss a meeting?**

No problem! All sessions will be recorded and a link to the recording will be posted in the yahoo group so you can review the session at your leisure. This is a great resource for helping with your overall review in the final weeks of the study group as well.

## 7) What materials do I need to buy?

We will be using the IAAP CAP Exam Study Guide (2018 version). **Please note this version will not be published until October. Do not purchase an older version!**

Go to [www.iaap-hq.org](http://www.iaap-hq.org). Click on Education & Events, then Learn @ IAAP. Once inside, click CAP Exam Prep on the left hand side. You will purchase this version: CAP Exam Prep SmartBook & CAP Study Guide (hardcopy) Bundle (6-month). If you wish to purchase it for a 3 or 12 month period, that is up to you but for the study group. This bundle will get you access to the electronic smartbook (access for subscription period) and the hard copy paper book to keep.

All participants should review the full bibliography listed in the Exam Body of Knowledge that has been issued by HQ and follow their recommendations when studying for the exam.

Exam Body of Knowledge:

<http://www.iaap-hq.org/?page=CAPBOK>

It is not required to purchase any other books in my study group. However, I will make recommendations for other books for those that really want them.

I will be providing additional assigned reading material (online resources) to fill in areas that are not as well covered as I would like in the CAP Exam Study Guide.

## 8) What is the format of this study group?

This will be an intensive study group **with a lot of reading assigned** between our weekly meetings. The sessions will be held in an interactive webinar format. Study group members are expected to come to sessions prepared to participate each week. Enrollment is limited in order to ensure that our sessions remain interactive. You will learn a lot, but this will not be easy. A high level of commitment is expected of all participants as the reading can be fairly extensive in the first half of the study group. The second half is spent reviewing materials from the first half.

## 9) Who is the instructor?

Marie Herman, CAP-OM, ACS, MOS will be facilitating the study group. Marie has actually successfully passed the test TWICE! She originally took the CAP (then CPS) in 1997, passed in the top 1% and was one of the original OM's in 2001. However, due to circumstances within and beyond her control, her certification lapsed and so she retook (and passed) both exams in May 2012. Marie has led multiple study groups to help students prepare for the CAP exam.

## 10) What if I have questions about the CAP exam?

For more information on the exam itself, visit the Certification Page on [www.iaap-hq.org](http://www.iaap-hq.org). Registration for the exam is required and is a separate process from this study group.

**11) What if I have more questions about the study group?**

If you have additional questions about the study group or have issues with payment, contact Marie Herman at [iaap@mrhenterprises.com](mailto:iaap@mrhenterprises.com).