

## CAP Exam Cram Review Session – Frequently Asked Questions

**1) What exam is the review session preparing for?**

We are preparing for the Certified Administrative Professional exam (ONLY!).

**2) How long will the review session meet?**

We will meet every Thursday night from August 10 through September 14, 2017 for 90 minutes (7:00 – 8:30 p.m. central time) per session. Please note that on August 17, the class will start at 7:45 p.m. central time.

**3) How much does the review session cost?**

The cost is \$75 to participate in the 6 week online review session. **There are no refunds issued once the review session begins.**

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

**ONLINE!** Yes, you can participate in this review session 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. A phone might be needed for audio depending on your network bandwidth. If at all possible, please try to have your computer on a wired connection, rather than wireless.

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

**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.

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

NOTHING! This is not a full study group, so I don't require that you purchase anything. You should have been doing your own studying with your own materials previously. It is suggested that all participants review the full bibliography listed in the Exam Guide issued by HQ and follow their recommendations when studying for the exam. I will provide supplemental online material.

**8) What is the format of this review session?**

This will be an intensive review session, which is intended to help you focus your final weeks of studying to maximize their value for passing the exam. Unlike my full 15 week study groups, I will

not be “teaching” new material in this review. Rather I will highlight areas under each section of the exam that you should be familiar with and give you concepts/terminology to learn if you are not already familiar with them.

**9) Who is the instructor?**

Marie Herman, CAP-OM, ACS will be facilitating the review session. 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, her certification lapsed and so she retook (and passed) both exams in May 2012.

**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 (deadline to apply for the September 2017 exam is August 17) and is a separate process from this review session.

**11) What if I have more questions about the review session?**

If you have additional questions about the review session, contact Marie Herman at [iaap@mrhenterprises.com](mailto:iaap@mrhenterprises.com).

**12) All right, I’m ready! How do I sign up?**

To register for the exam cram, go to <http://www.mrhenterprises.com/ExamCram.shtml>. Space is limited. Webinar and yahoo group information will be sent out one week prior to the exam cram start date.