

Certification Options for Administrative Professionals by Marie Herman, CAP-OM, ACS

	Certified Administrative Professional	Organizational Management (Specialty Area for CAP)	Microsoft Office Specialist - Master
	CAP	OM	MOS-Master
Sponsored By	International Association of Administrative Professionals (IAAP)	International Association of Administrative Professionals (IAAP)	Microsoft through Certiport
Website	www.iaap-hq.org	www.iaap-hq.org	www.certiport.com
Time to Prepare	4-12 months	N/A	4-6 months
Cost	IAAP Members \$375 Non-Members \$560 Plus study materials	IAAP Members \$299 Non-Members \$429	~\$500 for test vouchers and study materials
Who should do it	Office and Administrative Professionals	Office and Administrative Professionals	Anyone who works with Microsoft Office
Study Materials	IAAP Body of Knowledge IAAP CAP Study Guide Core Resources	Included with fee	MOS Study Guide Books
Topics Covered	Organizational Comm Business Writing and Document Production Tech and Info Distribution Office and Records Mgmt Event and Project Mgmt Human Resources Financial Functions	Organizational Behavior Compelling Communication Effective Teamwork Skills Strategic Planning	Pass a single test, become a Microsoft Office Specialist. To become a Microsoft Office Specialist Master (2016), you must pass four tests: Word Expert, Excel Expert, PowerPoint and elective
Qualifying Experience	4 years work experience 3 years with Associate's 2 years with Bachelor	Be a CAP	It's recommended you have worked with the program for 6 months.
When to test	Sept. 18-30, 2017	8 week long classes offered throughout year	Year round
Where to test	Assessment Systems	IAAP-HQ (no test, just class)	Many locations available
Format of test	3 hours; 300 multiple choice questions	N/A	1 hour per exam, 30 questions with subparts, Simulated software.
Recertification Requirements	Recertify every 5 years 60 points needed from various categories.	No recertification needed, as long as you recertify your CAP certification	No recertification needed. Certification matches specific version you tested on (i.e. Office 2013, 2016)

Interested in learning more about study groups to prepare for these exams? Visit www.mrhenterprises.com