Spring 2027 CAP Study Group – Frequently Asked Questions

1) **What exam is the study group preparing for?**
   We are preparing for the Spring 2027 Certified Administrative Professional (CAP) exam.

2) **How long will the study group meet?**
   We will meet online every Tuesday evening from February 9 through May 11, 2027 for two hours (7:00 – 9:00 p.m. central time) per session. In addition, there will be a debriefing session on June 15, 2027.

3) **How much does the study group cost?**
   The registration cost is $150 to participate in the Spring 2027 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 to listen. If necessary, you can type questions in the chat window.

   We will also be using a Groups.io 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 (free) Groups.io ID to join the group.

   I strongly recommend you use Google Chrome for our sessions and be on a wired connection, rather than wireless.

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 Groups.io 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 use the IAAP CAP Exam Study Guide. My preference is that you use the 5th edition ereader. Go to www.iaap-hq.org. Click on Learn, then Learn @ IAAP. Once inside, search CAP Exam Prep. There is an option to purchase a bundle with the e-book and a hard copy. If you have budget constraints either the hard copy or ereader is fine. Please note it is cheaper if you join IAAP as a member for a year (you will save money between the discount on the book and the exam).

The link to the latest Exam Body of Knowledge can be found here (click on What's CAP at top and you will see a link to Download the Body of Knowledge)
https://www.iaap-hq.org/page/Certification

It is not required to purchase any other books in my study group.

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 live sessions each week or review the recording if they have a conflict. 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. On average, my students need 4-8 hours per week for study time for reading and reviewing the materials.

9) **Who is the instructor?**
Marie Herman, CAP, OM, ACS, MOS-Expert will be facilitating the study group. Marie has successfully passed the test TWICE! She originally took the 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) the exam in May 2012. Marie has led multiple study groups to help over two thousand students prepare for and PASS 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 https://www.iaap-hq.org/page/Certification. 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 marie.herman@mrhenterprises.com.

12) **OK, I'm signed up. What's the next step?**
Keep your paypal receipt and order the recommended study guide (see Q7). Marie will send out an introductory email along with invites to the Groups.io group and webinar series about a week ahead of the study group starting. If the date is nearing and you haven't heard anything, drop her an email at marie.herman@mrhenterprises.com.