

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 July 23, 2019 through October 8, 2019 for two hours (7:00 – 9:00 p.m. central time) per session. In addition, there will be a debriefing session on October 29, 2019.

3) How much does the study group cost?

The early bird registration cost is \$100 to participate in the 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.

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 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 – 3rd edition, I do NOT recommend using earlier versions of the study guide for study group). Go to www.iaap-hq.org. Click on Learn, 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 different time length, that is up to you. This bundle will get you access to the electronic smartbook (access for subscription period) and the hard copy paper book to keep.

The link to the latest Exam Body of Knowledge can be found on this page:

<https://www.iaap-hq.org/page/Certification>

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 <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 iaap@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 yahoo group and webinar series 1-2 weeks ahead of the study group starting. If the date is nearing and you haven't heard anything, drop her an email at iaap@mrhenterprises.com.