



Association of Administrative Professionals

The **Association of Administrative Professionals** (AAP) is a chartered, non-profit, Canadian association. We strive to provide administrative professionals the opportunity to **learn, grow** and **thrive** by encouraging all members to add to their individual competencies, advance their leadership skills, realize their value in the workplace and community and have confidence to excel in their careers.

The AAP offers the **Canadian Certified Administrative Professional** (CCAP) certificate and designation. The CCAP program is a certificate program for administrative professionals.

To earn the CCAP designation, candidates must meet all of the following requirements:

1. Be an AAP member for at least one year.
2. Enroll in the CCAP program.
3. Provide verification that you possess a minimum of two years' work experience in an administrative role
4. Provide verification that you also possess a good balance of the AAP core competencies, which are in the areas of business management, technology, leadership/organizational skills and communication/interpersonal skills.
5. Complete seven courses at accredited universities and colleges across Canada, consisting of three compulsory courses and four elective courses. Members enrolled in the CCAP program may complete some or all of their requirements with the College of New Caledonia as follows:

AAP Courses	College of New Caledonia Equivalent
Compulsory Courses	
Business English	ABTA 150 & ABTA 155 Business Communications I & II
Organizational behaviour	COM 222 Organizational Behaviour
Supervision/management studies	MGT 157 Principles of Management
Elective Courses	
Business or commercial law	LAW 294 Business Law in Canada
Computer technology – advanced courses in Excel, Access, etc.	ABTA 125 & ABTA 175 Microcomputer Applications I & II
Economics	ECON 201 Principles of Microeconomics
Event management	<i>Not available at this time</i>
Financial accounting	ABTA 100 & ABTA 150 Financial Records & Computerized Bookkeeping
Human resources management	MGT 263 Human Resources Development
Marketing	MKT 152 Principles of Marketing
Project management	<i>Not available at this time</i>
Psychology	PSYC 101 Introduction to Psychology
Public relations	<i>Not available at this time</i>
Social media	<i>Not available at this time</i>
Statistics	MATH 157 Business Statistics
Website design/management	WEGD 141 introduction to Web Design

CCAP Recertification

CCAP graduates must complete a certification renewal process every three years, based on a credits system. Earn credits by completing professional development programs, attending AAP meetings and events, working in the administrative profession, community involvement and more. Earn forty certification renewal credits in the three-year renewal period to meet the criteria. For more information, visit <https://canadianadmin.ca/qaa-designation/re-certification/> or contact the CCAP National Coordinator at aap.national.coordinator@canadianadmin.ca.

AAP Contact

For more information on the **Association of Administrative Professionals**, how to become a member, where our branches are, the **CCAP designation** and more, visit <http://canadianadmin.ca> or email the National Director – Register at aap.national.register@canadianadmin.ca.

Learn | Grow | Thrive



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