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 five years' work experience in an administrative role or three years with a BA.
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 four compulsory courses and three elective courses. Members enrolled in the CCAP program may complete some or all of their requirements with Mount Saint Vincent University as follows:

AAP Courses	[MSVU] Equivalent
Compulsory Courses	
Business English	BUSI 2202: Communication & Self-Management Skills
Human Resources Management	BUSI 3313: Human Resource Management
Organizational Behaviour	BUSI 2214: Organizational Behaviour: Individuals in Organizations
Supervision/Management Studies	BUSI 4414: Leadership Theory and Practice in Organizations
Elective Courses	
Technology/Computer Skills	**Student must take one from this group**
Computer Technology – advanced courses in Excel, Access, etc.	CPMS 2245: Spreadsheet Applications
Social Media	Not available at this time
Website Design/Management	INTE: 2263 Introduction to Web Design and Development
Business Operations	**Student must take one from this group**
Business or Commercial Law	BUSI 2259: Legal Aspects of Business
Economics	ECON 1101: Introduction to Microeconomics and ECON 1102: Introduction to Macroeconomics
Financial Accounting	BUSI 2221: Introductory Accounting I and BUSI 2222: Introductory Accounting II
Marketing	BUSI 2230: Principles of Marketing and BUSI 2231 Applied Marketing
Psychology	BUSI 3314: Labour Relations or BUSI 4406: Managing Diversity: Gender and Other Issues
Public Relations	PBRL 2012: Public Relations Writing: Theory and Practice
Statistics	MATH 2208: Introduction to Statistics I and MATH 2209: Introduction to Statistics II
Project/Event Management	**Student must take one from this group**
Event Management	THMT 3323: Event and Meeting Management
Project Management	INTE: Introduction to Project Management

CCAP Certification Renewal

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.

Canadian Certified Administrative Professional