



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 the Southern Alberta Institute of Technology (SAIT) as follows:

AAP Courses	SAIT Equivalent
Compulsory Courses	
Business English	COMN 220: Communication and Presentation Skills
Human Resources Management	HRMT 320: Human Resource Management
Organizational Behaviour	MNGT 250: Organizational Behaviour
Supervision/Management Studies	MNGT 255: Introduction to Management
Elective Courses	
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	BCMP 300: Advanced Word Processing Applications OR BCMP 310: Advanced Spreadsheet Applications
Social Media	BCMP 215: Collaborative Software and Technologies
Website Design/Management	<i>Not available at this time</i>
Business Operations	Student must take one from this group
Business or Commercial Law	BLAW 300: Business Law
Economics	ECON 250: Microeconomics OR ECON 305: Macroeconomics
Financial Accounting	ACCT 215: Introductory Financial Accounting I
Marketing	MKTG 260: Marketing Essentials
Psychology	PSYC 1010: Introduction to Psychology
Public Relations	<i>Not available at this time</i>
Statistics	STAT 270: Quantitative Methods
Project/Event Management	Student must take one from this group
Event Management	OADM 355: Meetings and Events
Project Management	MNGT 321: 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.

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 – Registrar at aap.national.registrar@canadianadmin.ca.

Learn | Grow | Thrive

Tuition and Fees

Visit sait.ca for more information.

SAIT Contact

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