

**Austin Peay State
University**

Certified Administrative Professional Examination

Issued: February 2, 2017

POLICIES

Responsible Official: Vice President for Finance and Administration

Responsible Office: Office of Human Resources

Policy Statement

It is the policy of Austin Peay State University that employees who work in a non-exempt administrative position who pass all parts of the Certified Administrative Professional Examination shall be granted a nine percent (9%) increase in salary upon successful completion of the Certified Administrative Professional (CAP) Examination. Exempt employees are not eligible for the increase.

Procedures

The salary increase shall become effective with the next pay period beginning after the employee's passing grades on all parts of the examination are certified by the Institute for Certifying Secretaries. The certification date is located in the upper left-hand corner of the Candidate Performance Report generated by the Professional Secretaries Institute (PSI). (It is not the date that the test is administered nor the date that the report from PSI is received.) It is the employee's responsibility to provide the appropriate verification to the Office of Human Resources. Employees may contact the Office of Human Resources with questions regarding eligibility for the increase.

Employees who enroll in any non-credit CAP preparation course are responsible for all costs associated with the course. The University will not pay for the enrollment fees, books, or other expenses associated with the course.

This policy applies to employees who pass all parts of the CAP exam after July 1, 1991.

Revision Dates

APSU Policy 5:016 (previously 5:032) – Rev.: February 2, 2017

APSU Policy 5:016 – Rev.: September 9, 2014
APSU Policy 5:016 – Issued: June 9, 2000

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file
