

PPP-41 Certified Administrative Professional (CAP) Examination

Employees who work in a clerical-secretarial or clerical-management non-exempt position who pass the Certified Administrative Professional Examination (CAP) shall be granted a nine percent (9%) increase in salary. Exempt employees are not eligible for the increase.

The salary increase shall become effective with the next pay period beginning after the employee's passing grade of the examination is certified by the International Association of Administrative Professionals. The certification date is on the Candidate Performance Report generated by the IAAP. It is not the date that the test is administered nor the date that the report from IAAP 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.

An employee must pass the exam sponsored by the International Association of Administrative Professionals in order to receive the 9% increase. Individuals who previously received the 9% increase are not eligible for a subsequent 9% increase for passing the Certified Administrative Professional exam.

Source: Tennessee Board of Regents Personal Guideline No. P-115.