



UT Health Science Center: HR0465-H CAP Exam	
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No./Title: 465 – CERTIFIED ADMINISTRATIVE PROFESSIONAL EXAMINATION	Resp. Office: HUMAN RESOURCES	Effective Date: 04/01/1977
Category: Human Resources	Last Review: 08/24/2018	Next Review: 08/24/2021
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Related Policies: HR0465 – Salary Increase for Passing Certified Administrative Professional Examination		

Staff of Tennessee legislation and University policy provide for a nine percent salary increase for regular staff non-exempt employees who pass the Certified Administrative Professional (CAP) Examination.

Regular staff non-exempt employees who hold job titles in EEO Categories 41 and 42 are eligible for this benefit. The Human Resources Department maintains a listing of eligible titles.

Payment for the CAP examination fee may not be paid from University funds. Employees may submit an application for reimbursement of the exam fees from the Career Development Fund by contacting Human Resources.

The time off required to take the CAP examination may be required to annual leave or leave without pay.

When the CAP examination is passed, the employee should submit to their supervisor a copy of the certification letter. The department is responsible for submitting this certification along with a PIF to Human Resources. The certification letter will become a part of the employee’s official personnel record.

The effective date of the increase will be the next pay period beginning after the employee’s passing grade of the examination has been certified by the IAAP. New hires that already have passed the CAP are not eligible for the nine percent adjustment.