

DSCC Certified Administrative Professional Examination Policy

I. Purpose

It is the policy of Dyersburg State Community College (DSCC) to compensate employees for passing the Certified Administrative Professional Examination (CAP).

The purpose of this policy is to establish the process and criteria regarding the Certified Administrative Professional Examination for employees at the college.

II. Scope

The following policy shall be applicable to all DSCC clerical-secretarial or clerical-management non-exempt employees.

III. Policy

Employees who work in a clerical-secretarial or clerical-management non-exempt position, as defined by the Human Resource Office at each location, who pass the Certified Administrative Professional Examination (CAP) shall be granted a nine percent (9%) increase in salary.

1. Employees must contact DSCC's Human Resource Office regarding eligibility for the increase.
2. 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 on the examination is certified by the International Association of Administrative Professionals.

1. The certification date is on the Candidate Performance Report generated by the IAAP.
2. It is not the date that the test is administered or the date that the report from IAAP is received.
3. It is the employee's responsibility to provide the appropriate verification to the Human Resources Office.

An employee must pass the exam sponsored by the International Association of Administrative Professionals in order to receive the 9% increase.

1. Individuals who previously passed the exam and received an increase are not eligible for a subsequent increase for passing the Certified Administrative Professional exam.

IV. Compliance

All Dyersburg State Community College employees are expected to adhere to this policy.

V. Definitions

VI. Revision History

Presidents Meeting November 1, 1988; Presidents Meeting May 14, 1991; Presidents Meeting September 19, 1991; Presidents Meeting August 21, 2007; Presidents Meeting May 16, 2012.

DSCC Administrative Council updated June 14, 2018.

DSCC Administrative Council updated September 28, 2023.

Policy updated August 2025; reviewed and approved by Administrative Council on October 30, 2025.