

University of Tennessee Extension
Non-Exempt CAP Career Development Program
(effective May 1, 2007; revised February, 2022)

This University of Tennessee Extension CAP Career Development Program is for non-exempt staff who have not yet attained Certified Administrative Professional (CAP) certification and for those who wish to maintain their current CAP credential with recertification.

Purpose:

This program provides monetary reimbursement to encourage qualifying Extension non-exempt staff to participate in the process of attaining CAP certification and recertification. As stated in University Policy HR0465: “Regular, staff non-exempt employees who perform clerical-secretarial or clerical-management duties and who pass the Certified Professional Secretary Examination are granted a nine percent increase in salary effective the first day of the month following receipt of official notice of the certification by the campus human resources office.”*

CAP Initial Certification:

Reimbursable expenses must be related to achieving CAP certification. The UT Extension Non-Exempt CAP Career Development Program will provide up to \$800.00 (prorated to percent of Extension effort) support for an employee’s participation in pre-approved programs.

Reimbursement of up to \$800.00 from UT Extension is a one-time opportunity. After completion of the CAP exam, program funds will reimburse expenses of pre-approved applications for the 1st sitting of the exam, classes/programs, or study guides.**

Recertification Continuing Education:

Reimbursable expenses must be related to achieving CAP recertification. The UT Extension Non-Exempt CAP Career Development Program will provide up to \$400 (prorated to the percent of Extension effort) support through a cost share with the employee’s department for their participation in pre-approved programs. Pre-approval is required. Reimbursement of up to \$400.00 from UT Extension for recertification purposes is an annual opportunity. After completion of the continuing education, program funds will reimburse expenses for pre-approved applications only.

Expense Reimbursement

Program funds will not reimburse coursework covered by UT fee waiver benefits. Program funds will not be used to finance travel expenses, international events, memberships in any type of organization with the exception of International Association of Administrative Professionals, the credentialing entity. Reimbursement will be handled via petty cash procedures and will follow all related policies. Items submitted through this reimbursement program are not to be submitted through the University of Tennessee Career Development program. However, if one program (UT Career Development or UT Extension Non-Exempt CAP Career Development program) has denied an application, pre-approval through the other program may be submitted.

Other Guidelines:

Eligible non-exempt staff must be responsible to UT Extension. Such staff will be eligible for reimbursement at their percentage of Extension salary at the time of pre-approval. Non-exempt staff must apply to the fund for assistance prior to participating in a class/program or purchasing studyguides for initial certification. Unfortunately, reimbursement cannot be made for expenses incurred prior to the establishment of this program. Funds will be distributed on a first-come, first-served basis, as long as funding is available.

Qualifications for Participation in the CAP exam:

In addition to the qualifications required for CAP certification by the International Association of Administrative Professionals, minimum qualifications for reimbursement under the UT Extension Non-Exempt CAP Career Development Program are as follows:

Bachelor's degree 2 years of administrative experience

Associate degree 3 years of administrative experience

No college degree 4 years of administrative experience

Attainment of a college degree must be supported with official transcripts submitted with the application.

Administrative experience qualifies if it:

- includes at least 2 months of continuous employment, and
- was accrued within the past 15 years, and
- includes a minimum of 12 months of continuous employment with UT Extension during the past 5 years; or
- is part-time experience of at least 2- hours per week (prorated to percent full-time).

Pre-Approval:

An email should be submitted to the Administrative Coordinator in the Extension Dean's office (Dawn Seigel dbrown10@utk.edu), with a copy to your supervisor, to ensure that qualification requirements are met and the \$800 limit for reimbursement has not been exceeded. Please provide documentation of study materials, classes, and exam costs as well as a current resume that includes employment and educational history. This should be submitted at least 3 weeks prior to the time of the exam.

Reimbursement Request:

All reimbursement requests must be received in the Extension Dean's office within 60 days after completing the CAP exam or continuing education for recertification. All reimbursement requests will be reviewed by the UT Extension Non-Exempt CAP Career Development Program Committee. Reimbursement requests must include evidence of payment for participation in the class/program, purchase of study guides, and/or payment of the CAP exam fees. All receipts must show attendee's name and/or product purchased, date paid, amount paid, and name of provider.

Process for Reimbursement:

1. Complete the University of Tennessee Extension CAP Career Development Fund Reimbursement Request This request requires County Director, Regional Director, Department Head, or Dean approval.
2. Submit Reimbursement Request
Attach all receipts with brief description of the class/program or study materials and forward to the Dean's office.
Study guides (books and/or cds) should be turned in with this request to the Dean's office or to the Regional office from which they were borrowed.
3. Reimbursement Requests Payment/Denial
The employee's Department Head or Regional Director/Administrative Supervisor will be informed of any denied requests and should relay this information to the employee.
Payment will be processed by the Dean's office through IRIS as a miscellaneous reimbursement request.
Petty cash fiscal policy must be followed.

*The Certified Professional Secretary (CPS) designation was changed effective 1/1/2012 to Certified Administrative Professional (CAP) by the certifying body, the International Association of Administrative Professionals.

**Study guides (books and/or cds) must be turned in to the Dean's office or to the appropriate Regional office after use. Applications for reimbursement for the cost of study guides may be denied if identical study guides are available for disbursement from the Dean's office or Regional office.