

APPLICATION FOR CPS OR CAP RECERTIFICATION



"the home for the Office Professional dedicated to lifelong learning"

(Please type or print legibly)

After receipt of your completed confirmation, you will receive an invoice for the amount due (calculated at the current exchange rate on relevant dates).

**The invoice is payable no later than
01 APRIL OR 01 OCTOBER** in the year you wish to recertify

Institute for Certified Administrative Professionals

Tel: 011 615 2868

Fax: 0866 179 688

Email: registration@capinstitute.co.za

Website: www.competencyservices.co.za

Please complete the details and fax to 0866 179 688

or email to registration@capinstitute.co.za

Name:

ID No:

Address:

Business Telephone:

Business Fax:

E-Mail:

Year CPS Certified:

Year CAP Certified:

Date last recertified:

Total points earned:

Signature of recertification applicant:

Date:

For office use ONLY

Total points accepted:

Signature of Certification

Department Representative:

Date:

Date payment received: