

CAP Exam FAQ with Extension CAP Panel

7/22/22

1. What overall advice can you give about the CAP exam?

- Study the online book and take the practice exam. I think that helped most of all. Just go take the test and don't worry about the time limit. You will have plenty of time. Don't go back and review your answers. The questions are tricky so go with your first choice or that is what I did and it worked the best.
- This is a wonderful opportunity for anyone to try. It can be a lot of work but if you put in the time and effort it will be very beneficial.
- Take your time and mark questions you are unsure about, even ones you are slightly unsure. You can go back and revisit those and you may find the answer in some of the other questions. I used the whole time given to take this test minus 6 minutes...
- Stay vigilant in your studies but try to not overthink the process.
- The strangest exam I've ever taken - I had no sense of how I had done after I took it!

2. How did you study? How long before the exam did you start? How did you find time to study?

- I studied at work when we had downtime which was not often. My county director and co-workers would cover the front for me so I could go in the conference room and study. I did take the practice test at home in the morning so it would be quiet and no distractions. I took an online course that our region recommended. It was a 6 month course. I studied that material as I was taking the quiz and exams. I took the practice test 2 weeks prior and did the most studying a few weeks before the test.
- I studied on my own. I took the online class offered by UTM, used the online book IAAP offers, and took the practice exam. I started 8 months before the exam. I made sure that I made time to study, because it was that important. Even if I just had 30 minutes, I would read something. If I was caught up with work, I would spend that time studying. My priorities became God, family, CAP exam prep!
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- I used flash cards I purchased from Amazon and free CAP tests I found on the internet. I also used the internet to look up things I needed to understand better---concepts, definitions, etc. and made notes. When I got my flash cards I organized them into categories and kept them all together based on the subject matter. I made additional notes on index cards to go along with the flash cards and put

those in order so when I was studying it would all flow and all the materials would be in one spot. I also used the IAAP Body of Knowledge as a guide. I made several copies of this and kept one here at work and one for home. I studied at work when I had time and also at night and some on the weekends and more as I was nearing the date of the test. I started studying in February--that's when I decided I was going to take the test and ordered the flash cards. The test was April 18th. I would rotate the cards that I studied. I would keep 2 or 3 categories with me at work and then after a few days, change them with ones I had at home. I would try to mix it up. I would also have my husband use the cards and quiz me in the evenings.

- I purchased a study guide (from IAAP I think); I also enrolled in Marie Herman's CAP Prep Course which was very helpful. I studied literally every night and weekend for about 3 months.
- I began studying in July 2021 with a class finishing up in December 2021. I took the test in April 2022. I took every opportunity I had to study even if it was only 15 minutes here or there to stay up to date with my class. I also used the study guide offered through IAAP to pick up on some areas that might not have been as detailed in the class. A month before the test, I took my practice exam to find the areas I needed to focus more on then went back over all my notes. (I did do an all night study session the night before because I was listening to my mind telling me I was not ready) Do not do this!

3. What resources did you use to study?

- Online Book from IAAP, Practice Exam from IAAP, Took a class
- Body of Knowledge from IAAP, Practice Exam from IAAP, Took a class
- Online Book from IAAP, Body of Knowledge from IAAP, Practice Exam from IAAP
- Body of Knowledge from IAAP, Flash cards from Amazon, internet searching
- Body of Knowledge from IAAP, Practice Exam from IAAP, Took a class, Marie Herman gave us tons of additional resources to look at
- Online Book from IAAP, Body of Knowledge from IAAP, Practice Exam from IAAP, Took a class, I took advantage of the class from UT Martin

4. What resources worked best or were most helpful?

- I think the Online Book from IAAP and the Practice Exam helped the most.
- Body of Knowledge from IAAP and the practice exam
- The online study book was helpful I read and highlight on the book while also handwriting my own notes.
- I chose the flash cards. Some may do better with buying a book. If I had started studying sooner I may have appreciated having a book where there is more explanation and information. I made alot of notes. I am a person who needs to write things down--it helps me retain better if I see it and write it. Everyone learns differently!

- I guess they were all helpful in one way or another
- I really enjoyed the books. I am more of a hands on learner so I take a lot of notes.

5. What encouragement can you give others that want to get certified?

- Go for it!!!!!! This will be such a boost to your confidence in your job performance.
- It was a lot of work but really nice to add CAP after your name!
- You know how you learn better than anyone. Get study materials that suit your learning habits. Set aside specific time for quality study. No TV, phone or distractions when you are studying.
- If you take the practice exam and fail do not put yourself in the mindset that you will fail the actual exam. I took 2 practice exams and failed both but I passed my actual exam on my first try. Just keep studying and try your best.
- Do it! It's challenging and rewarding.
- Study and do your best. if you don't pass the first time, try again on the next available time to take it.

Thank you to the CAP Panel that contributed to this document:

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