

**C**ongratulations on passing the CAP exam! Your preparation and hard work have paid off, literally!

---

UT policy HR0465, *Salary Increase for Passing the Certified Administrative Professional Exam* outlines provisions for non-exempt employees who perform clerical-secretarial and clerical-management duties to earn a nine percent salary increase upon passing the **Certified Administrative Professionals (CAP)** exam.

### **Reporting Process for Salary Increase**

- I. Notify your immediate supervisor of your passing score and give him/her a copy of your official results letter from IAAP. Your supervisor will notify your business manager to initiate a pay change in IRIS. The effective date of the salary increase is the 1<sup>st</sup> day of the month following notification of a passing score.
  
- II. Send a copy of your official letter from IAAP by campus mail to:  
**Darnita Brassel**  
Human Resources: Training  
910 Madison. Ste. 722  
Or Fax to (901) 448-7497  
Or Scan and email to [dbrassel@uthsc.edu](mailto:dbrassel@uthsc.edu)

### **Reporting Process for Career Development Fund Grant**

- I. If you received approval for a grant from the Career Development fund, please send a copy of your letter to:  
**Angie McLemore**  
University of Tennessee, Employee and Organizational Development  
600 Henley Street, 220 Conference Center Building  
Knoxville, TN 37996  
Email: [mclemore@tennessee.edu](mailto:mclemore@tennessee.edu)

**Note: The CDF grant is based upon completion of the exam and not passing the exam. However, if you did not pass, you will not be eligible for another CDF grant for the CAP exam.**