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

UT policy HR0465 “Salary Increase for Passing the Certified Professional Secretary Examination” outlines provisions for non-exempt employees who perform clerical-secretarial or clerical-management duties to earn a nine percent salary increase upon passing the Certified Professional Secretary (CPS) exam. Although the language specifies CPS, the university will honor the Certified Administrative Professional (CAP) designation also. In order to receive the salary increase, please complete the following steps.

**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 funding change in IRIS. The effective date of the salary increase is the 1st day of the month following notification of a passing score.

II. Send a copy of your official letter from IAAP by campus mail to:

**Monica Fleming or Darnita Brassel**

Human Resources: Training

910 Madison, Suite 727

OR fax to (901) 448-7497

**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

**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.**