

**Certified Administrative Professional
Scholarship Guidelines
Middle Tennessee Administrative Professionals
Middle Tennessee State University**

You must be a MTAP member for one year to apply for this scholarship.

The Middle Tennessee Administrative Professionals (MTAP) at Middle Tennessee State University is committed to provide and encourage staff development opportunities for its administrative employees. To assist with this endeavor, MTAP is offering scholarships twice year, contingent on funding, to support members with the cost of taking the Certified Administrative Professional exam or recertification exam. The amount funded during the spring and fall semesters will be the cost of the exam or recertification. The processing fee portion will be the responsibility of the member.

MTAP Scholarship Committee

If you are interested in applying for this scholarship, please submit your application to the Scholarship Chairperson. Please consult: <https://www.mtsu.edu/mtap/scholarships.php> for chairperson information

The Scholarship Application Deadline for Spring Exam/Recertification is January 5th. The Scholarship Application Deadline for Fall Exam/Recertification is July 5th.

Note: The treasurer of MTAP will write a check for the registration amount directly to IAAP and give the CAP scholarship recipient the check, which he/she will mail along with his/her personal check and application to take the exam. You do not have to show proof of paying registration fee up front and then request reimbursement.

Scholarships must be used for the test in which they were awarded.
Any scholarship not used for the test originally funded for will be forfeited.

**Certified Administrative Professional Scholarship Application
Middle Tennessee Administrative Professionals
Middle Tennessee State University**

(Must be an MTAP member for at least one year to apply)

You may print this form or copy and paste it into a word document to complete.

Name: _____

Department: _____

Campus Phone: _____ Email address: _____

Campus Address: _____

MTSU Employment Date _____

How many years have you been an MTAP member? _____

For New Certification Only:

Have you ever attempted the CAP Examination? _____ How many times? _____

For Recertification Only:

When did you earn your original CAP certification? _____

Have you ever attempted to recertify? _____

If so, what date: _____

For Both New Certification and Recertification:

1. List various departments and dates in which you have been employed and your job title in those capacities.

2. List related secretarial/office administration staff development opportunities you have taken and why. (These could include seminars, Banner training, ITD courses, and university credit and non-credit courses).

2. List any university committees or organizations in which you have served or are a member. Please provide dates: (i.e., President's Commission on Women; MTAP; etc.)

3. List any honors or awards that you have received from this university including scholarships and years in which they were received.

4. Lastly, please include a paragraph stating why you are applying for this scholarship (including need) and how this certification will assist you at Middle Tennessee State University.

Signature of applicant: _____

Date: _____

MTAP Scholarship Use Only:

Date received:

MTAP Scholarship Member: _____

Date reviewed:

MTAP Scholarship Member: _____

Circle: Approved / Denied

Amount awarded:

Notes or Comments: