



FALL 2020



AUG  
10-12



# FALL 2020

The **Certified Administrative Professional (CAP)** is a prestigious honor thousands have earned over the last 15 years. Adding the CAP after your name proves to the world not only that you have the knowledge to be great at your job, but also that you are committed to your profession, success, and lifelong learning.

CAPstone Fall 2020 is exclusively for those taking the **CAP** exam, or those who hold an active CAP and wish to earn a focused specialty certificate.

Join your peers August 10-12, 2020, at The Westin Kansas City at Crown Center in Kansas City, Missouri, for this incredible opportunity. Class size is limited to ensure personalized learning, so register today!

## PARTICIPANTS HAVE 2 OPTIONS TO CHOOSE FROM AT CAPSTONE FALL 2020:

### CAP Study Bootcamp

- A 2½-day intensive study bootcamp for those planning to the CAP exam \*

### Technology Applications Specialty Certificate

- A hands-on workshop on various technology platforms and software with an opportunity to earn a TA specialty +

The TA Specialty Certificate course is worth 25 CAP recertification points!

Those who wish to attend may fill out an [interest form](#). Once your information has been received and verified, you will receive the link to register for CAPstone Fall 2020. Space is limited, so register today!

Sending a group of admins from the same company? [Take advantage of a corporate discount!](#)

*\*Attendance or participation in this bootcamp does not guarantee a passing score on the exam, nor does it replace the independent learning necessary for success on the CAP exam. Candidates should utilize multiple preparation methods and tools.*

*\*\*If you need to cancel more than 45 days before the start of the conference, you will receive a refund, minus a \$100 administrative fee. You may transfer the registration fee to another conference; for details, view our [Event Policy](#) page. Cancellations within 45 days of the start of the conference are not eligible for a refund.*

*+ Attendance at all sessions and a completed final assessment is mandatory to receive the specialty certificate; participants must hold an active CAP to attend. **Final assessments are pass/fail and utilize the tools learned throughout the sessions in a final project or presentation.***

# CAP STUDY BOOTCAMP

**PLANNING TO TAKE THE [CAP](#) IN FALL 2020 OR SPRING 2021?** Studying for an exam can be intimidating and overwhelming, especially if you are preparing on your own. CAP Study Bootcamp is a great way to join your fellow test-takers to connect, share knowledge, and study as a group. Bootcamp also provides dedicated time for self-study, the opportunity to learn from subject matter experts, studying tips, and tools to combat test anxiety from CAP holders.

Unlike in school, when knowledge was delivered by an instructor and you were then tested on that knowledge, certification assesses the knowledge you already possess; this is why there are eligibility requirements to take the CAP exam. Studying helps you put the correct names to theories and concepts you use every day, as well helps you brush up on skills you may not use on a regular basis.

The CAP Study Bootcamp allows you to interact in small group cohorts with fellow test takers, as well as engage with content experts from each of the 6 domains. Cohorts will have the opportunity to learn from and ask questions of the domain experts, share knowledge as a group, and spend dedicated time on personal self-study.

Individuals participating in Bootcamp **MUST** read through the CAP Study Guide and have a working knowledge of the 6 Domains before attending. Both the hard copy and the eReader digital option available at a discount with conference registration.

## CAP Exam Domains:

- Organizational Communication
- Business Writing and Document Production
- Event and Project Management
- Technology and Information Distribution
- Office and Records Management
- Operational Functions

# TECHNOLOGY APPLICATIONS SPECIALTY CERTIFICATE

**HAVE YOU EVER FOUND YOURSELF WONDERING, "HOW CAN I KEEP UP WITH ALL THE APPLICATIONS AND TECHNOLOGY MY ORGANIZATION NEEDS TO USE?"** How can I get them to work together? What are the right applications for the right jobs?" The Technology Applications Specialty Certificate offers training in a wide variety of software platforms and applications that you work with daily. This 2 1/2-day course is designed to align your business process challenges with the right collection of tools to maximize efficiency and minimize rework and frustration.

Day One's focus is the Microsoft suite of tools - beginning with desktop applications like Excel, Outlook, and Teams, as well as other Microsoft Cloud tools. Participants will be shown how to integrate Office 365, Teams, OneDrive, and more.

On Day Two, the focus shifts to the G-Suite platform and non-Google/non-Microsoft ecosystem apps like Slack, Trello, Asana, and more. Recent studies show that the average office professional has 10-20 online services available for collaboration and productivity. Getting them to aligned to work the way your organization works is a challenge. You'll explore tools that help you do just that.

Review will happen on the morning of Day Three and culminate in an assessment project using the tools you've learned.

The TA Specialty Certificate verifies you are up-to-date and ready for not only the current technologies available, but also utilizing those technologies with new ones to function in our virtual world.

## TA Specialty Certificate Course Outcomes:

- How to select and integrate available tools into business process solutions, such as project management, document production and event coordination
- Smoothly leverage Microsoft and G Suite tools to facilitate and optimize online collaboration
- Map the capabilities of various cloud technologies to real-world scenarios
- How to recognize, evaluate and integrate new technology offerings into your business processes



## SCHEDULE

### AUGUST 9, 2020

1:00pm – 5:00pm – On-site check-in  
5:30pm – 7:00pm – Attendee Welcome Reception

### AUGUST 10-11, 2020

8:15am – 4:15pm – All day education (Breakfast & Lunch included)

### AUGUST 12, 2020

8:15am – 12:15pm – All morning education (Breakfast included)

## LOCATION

### THE WESTIN KANSAS CITY AT CROWN CENTER

1 East Pershing Road  
Kansas City, Mo 64108  
[Hotel Website](#)

### ROOM RATES:

\$179 King / \$189 Double/Double

## COST

### EARLY BIRD RATE - NOW UNTIL JULY 15, 2020:

\$1,099/Member      \$1,299/Non-member

### AFTER JULY 15, 2020:

\$1,199/Member      \$1,399/Non-member



# INQUIRE TODAY!

