



OKLAHOMA
CareerTech

Badge Details

Name	0201 – Administrative Professional
Description	The certification assessment measures a student’s ability to apply the knowledge and skills necessary for success as an Administrative Professional. This assessment is aligned with the International Association of Administrative Professional Standards.
Criteria	<p><i>Candidates receiving this certification will take an exam with the following criteria:</i></p> <p>The exam is composed of 55 questions.</p> <ol style="list-style-type: none">1. Organizational Communications 16%2. Business Writing and Document Production 15%3. Technology and Information Distribution 16%4. Office and Records Management 16%5. Event and Project Management 9%6. Human Resources 15%7. Financial Functions 13%