

**CAP (formerly CPS) Scholarship Guidelines**  
**Association of Secretarial and Clerical Employees**  
**Middle Tennessee State University**

You must be an ASCE member for one year to apply for this scholarship.

The Association of Secretarial and Clerical Employees (ASCE) at Middle Tennessee State University is committed to provide and encourage staff development opportunities to secretarial and clerical employees. To assist with this endeavor, ASCE is offering scholarships twice year, contingent on funding, to support members with the cost of taking the Certified Administrative Professional exam (formerly Certified Professional Secretary) or recertification. 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.

Thank you,

ASCE Scholarship Committee

If you are interested in applying for this scholarship, please submit your application to the Scholarship Chairperson. (Contact an ASCE Officer to obtain the information)

The Scholarship Application Deadline for Spring Exam/Recertification is January 5<sup>th</sup>.

The Scholarship Application Deadline for Fall Exam/Recertification is July 5<sup>th</sup>.

Note: The treasurer of ASCE 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 for the processing fee portion 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.

**CAP Scholarship Application Association of Secretarial and Clerical Employees  
Middle Tennessee State University  
(Must be an ASCE 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 ASCE member? \_\_\_\_\_

**For New Certification Only:**

Have you ever attempted the CAP Examination? \_\_\_\_\_ How many times? \_\_\_\_\_

Did you pass any of the required sections? \_\_\_\_\_ If so, how many? \_\_\_\_\_

**For Recertification Only:**

When did you earn your original CAP certification? \_\_\_\_\_

Have you ever attempted to recertify? \_\_\_\_\_ If so, what date: \_\_\_\_\_

How many points are you using to recertify? \_\_\_\_\_

**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, IDT 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; ASCE; 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: \_\_\_\_\_

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**ASCE Scholarship Use Only:**

Date received: \_\_\_\_\_ ASCE Scholarship Member: \_\_\_\_\_

Date reviewed: \_\_\_\_\_ ASCE Scholarship Member: \_\_\_\_\_

Circle: Approved / Denied      Amount awarded: \_\_\_\_\_

Notes or Comments:

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