

CPS and CAP Examination Centers

The CPS and CAP Examinations are administered on the first consecutive Friday and Saturday every May and November. Not all centers are available on all testing dates; therefore, **all testing centers listed are tentative.**

If your first choice center is full or not available when your application/registration is processed, you will automatically be assigned to your second or third choice center.

If all of your choices are full or not available, you will be assigned to the nearest available center within 150 miles of your first choice.

If you do not indicate your choice of exam centers, one will be made for you. Your admission ticket will reflect the center to which you have been assigned.

+ Approval pending

• Not Available

Sabbatarian Center – Certain International centers where religious beliefs prohibit Saturday testing have been given permission to administer Part 4 of the CAP exam on Thursday and Parts 1-3 of the CPS and CAP exams on Friday.

ALABAMA

0101 BESSEMER LAWSON STATE COMM CLG
0103 MOBILE UNIV OF S ALABAMA

ALASKA

0209 ANCHORAGE UNIV OF ALASKA
0210 FAIRBANKS UNIV OF ALASKA FAIRBANKS
0211 JUNEAU UNIV OF ALASKA SOUTHEAST

ARIZONA

0313 TEMPE AZ STATE UNIV

ARKANSAS

0403 LITTLE ROCK UNIV OF ARKANSAS

CALIFORNIA

0514 HUNTINGTON BCH GOLDEN WEST CLG
0522 MARTINEZ MARTINEZ ADULT EDUCATION
0525 SAN MARCOS PALOMAR CLG

COLORADO

0604 DENVER WESTWOOD CLG OF TECH
0605 GRAND JUNCTION MESA STATE CLG

CONNECTICUT

0707 NORWICH THREE RIVERS COMM CLG

DISTRICT OF COLUMBIA

5101 WASHINGTON OFFICE TEAM

DELAWARE

0803 WILMINGTON DUPONT COMPANY

FLORIDA

0922 CAPE CORAL CITY OF CAPE CORAL
0924 CLEARWATER ST PETERSBURG CLG
0916 COCOA BREVARD COMM CLG
0902 MIAMI MIAMI-DADE CC-KENDALL
0926 MIAMI MIAMI-DADE CC-WOLFSON
0910 OCALA CENTRAL FL COMM CLG
0929 ORLANDO VALENCIA ENTERPRISES
0925 JUPITER SCH DIST OF PALM BEACH CO

GEORGIA

1002 ATLANTA GEORGIA POWER
1022 AUGUSTA SAVANNAH RIVER CLG
1004 COLUMBUS AFLAC
1020 LA GRANGE MILLIKEN & CO
1016 LAWRENCEVILLE GWINNETT CO GOVERNMENT
1008 MACON MACON STATE CLG
1007 MARIETTA COBB ELEC MEMBERSHIP CORP

HAWAII

1106 LAIE BRIGHAM YOUNG UNIV (BYU)
1107 PEARL CITY LEEWARD COMM CLG

IDAHO

1202 BOISE IDAHO POWER COMPANY
1203 IDAHO FALLS EASTERN ID TECH CLG

ILLINOIS

1327 BLOOMINGTON STATE FARM INS
1336 CHICAGO FOX COLLEGE
1339 JOLIET JOLIET JUNIOR COLLEGE

INDIANA

1412 EVANSVILLE IVY TECH COMM CLG
1414 INDIANAPOLIS INDIANA BUSINESS CLG
1405 KOKOMO IVY TECH STATE CLG
1408 SOUTH BEND IVY TECH STATE CLG

IOWA

1506 ANKENY DES MOINES AREA COMM CLG
1503 CEDAR RAPIDS KIRKWOOD COMM CLG

KANSAS

1607 TOPEKA BRYAN COLLEGE

KENTUCKY

1707 COVINGTON GATEWAY COMM & TECH CLG
1703 LEXINGTON BLUEGRASS COMM & TECH CLG
1701 LOUISVILLE SEVEN COUNTIES SERVICES
1710 MURRAY MURRAY STATE UNIV

LOUISIANA

1811 BOSSIER CITY BOSSIER PARISH COMM CLG
1805 LAFAYETTE UNIV OF LA AT LAFAYETTE

MARYLAND

2008 HAGERSTOWN HAGERSTOWN BUSINESS CLG
2010 SALISBURY WOR-WIC COMM COLLEGE

MASSACHUSETTS

2103 BOSTON KNF & T STAFFING RESOURCES
2104 HYANNIS BARNSTABLE HIGH SCHOOL
2105 • MARLBOROUGH FIDELITY INVESTMENTS

MICHIGAN

2222 AUBURN HILLS BAKER COMM CLG
2223 ANN ARBOR PFIZER INC
2221 KALAMAZOO KALAMAZOO VLY COMM CLG
2227 MIDLAND MITECH+

MINNESOTA

2313 MINNEAPOLIS MINNEAPOLIS COMM & TECH COLLEGE

MISSISSIPPI

2405 TUPELO ITAWAMBA COMM CLG

MISSOURI

2505 CAPE GIRARDEAU SE MO STATE UNIVERSITY
2516 KANSAS CITY HALLMARK CARDS
2506 SPRINGFIELD MISSOURI STATE UNIV
2511 ST LOUIS SL COMM CLG AT MERAMEC

MONTANA

2605 BILLINGS COLLEGE OF TECHNOLOGY

NEBRASKA

2705 OMAHA BLUE CROSS/BLUE SHIELD

NEVADA

2802 LAS VEGAS NEVADA POWER CO

NEW HAMPSHIRE

2903 MANCHESTER ST. MARY'S BANK

NEW JERSEY

3012 NORTH BRANCH RARITAN VALLEY CC
3018 HOLMDEL VONAGE HOLDINGS

NEW MEXICO

3101 ALBUQUERQUE CENTRAL NM COMM CLG
3103 CARLSBAD NEW MEXICO STATE UNIV

NEW YORK

3230 LATHAM NESCO
3220 BROOKLYN URBAN SOLUTIONS FOR TECH
3206 CORNING CORNING COMM CLG
3212 GARDEN CITY NASSAU COMM CLG
3226 NEW BERLIN PREFERRED MUTUAL INS CO
3224 NEW YORK MUNICIPAL CREDIT UNION (EMPLOYEES ONLY)
3218 ORCHARD PARK BRYANT & STRATTON
3228 ROCHESTER BAUSCH & LOMB

NORTH CAROLINA

3304 DURHAM DURHAM TECH COMM CLG
3309 FLAT ROCK BLUE RIDGE COMM CLG
3306 HICKORY CATAWBA VALLEY CC
3311 JACKSONVILLE COASTAL CAROLINA CC
3307 JAMESTOWN GUILFORD TECH COMM CLG
3308 CARY WAKE TECH COMM CLG

NORTH DAKOTA

3401 FARGO MERITCARE HEALTH SYS

OHIO

3501 AKRON UNIV OF AKRON
3526 ATHENS OHIO UNIV
3524 CINCINNATI RAYMOND WALTERS CLG
3522 COLUMBUS NATIONWIDE INSURANCE
3530 DUBLIN NATIONWIDE INSURANCE
3508 DAYTON SINCLAIR COMM CLG
3529 TOLEDO UNIV OF TOLEDO

OKLAHOMA

3607 BARTLESVILLE TRI COUNTY TECH CTR
3608 OKLAHOMA CITY AMERICAN FIDELITY
3699 TULSA TULSA PUBLIC SCHOOLS

OREGON

3703 SALEM CHEMEKETA COMM CLG
3704 EUGENE LANE COMM CLG

PENNSYLVANIA

3803 ERIE EDINBORO UNIV
3809 HARRISBURG HARRISBURG AREA CC
3814 SHARON BUSINESS INSTITUTE OF PA
3815 PITTSBURGH W SCHOOL OF HEALTH & BUS
3816 WARMINSTER WARMINSTER TOWNSHIP REC CENTER

PUERTO RICO

(see category of Licensee Centers)

SOUTH CAROLINA

4007 CHARLESTON TRIDENT TECH CLG
 4008 FLORENCE FLORENCE-DARLINGTON TECH
 4003 GREENVILLE GREENVILLE TECH CLG
 4004 GREENWOOD GREENWOOD COUNCIL ADMIN OFFICE

TENNESSEE

4213 BLOUNTVILLE NE STATE TECH COMM CLG
 4205 CHATTANOOGA UNIV OF TN-CHATTANOOGA
 4219 COOKEVILLE TN TECH UNIV
 4207 DYERSBURG DYERSBURG STATE CC
 4212 JACKSON JACKSON ST COMM CLG
 4223 KNOXVILLE UNIV OF TN-KNOXVILLE
 4206 MARTIN UNIV OF TN-MARTIN
 4215 MEMPHIS SW TN COMM CLG
 4208 MORRISTOWN WALTERS STATE CC
 4209 MURFREESBORO MIDDLE TN STATE UNIV
 4222 NASHVILLE NASHVILLE STATE COMM CLG
 4216 OAK RIDGE ROANE STATE COMM CLG

TEXAS

4303 ARLINGTON UNIV OF TX AT ARLINGTON
 4341 AUSTIN VIRGINIA CLG
 4344 COLLEGE STATION TX A&M UNIV
 4318 FARMERS BRANCH BROOKHAVEN CLG
 4336 HOUSTON TX SCHOOL OF BUSINESS
 4340 HOUSTON HOUSTON COMM CLG
 4333 SAN ANTONIO SW RESEARCH

UTAH

4404 OGDEN WEBER STATE UNIV

VIRGINIA

4617 ARLINGTON THE PERFORMANCE INST
 4613 BLACKSBURG VIRGINIA TECH
 4615 MIDDLETOWN LORD FAIRFAX COMM CLG
 4621 RICHMOND VIRGINIA TECH RICHMOND CENTER
 4610 ROANOKE VIRGINIA WESTERN CC
 4614 VIRGINIA BEACH ECPI CLG OF TECH

WASHINGTON

4715 BELLEVUE BELLEVUE COMM CLG
 4707 DUPONT STATE FARM INS
 (EMPLOYEES ONLY)

WEST VIRGINIA

4803 INSTITUTE WEST VIRGINIA STATE UNIV

WISCONSIN

4907 PEWAUKEE WAUKESHA COUNTY TECH CLG
 4904 WAUSAU NORTHCENTRAL TECH CLG

WYOMING

5007 CHEYENNE LARAMIE CO COMM CLG
 5006 ROCK SPRINGS WESTERN WY COMM CLG

CANADA**ALBERTA**

6005 CALGARY SAIT
 6006 EDMONTON NORTHERN ALBERTA INST OF TECH
 6009 LETHBRIDGE LETHBRIDGE COMM CLG

BRITISH COLUMBIA

6104 PRINCE GEORGE MCELHANNEY CONSULTING
 6108 VANCOUVER GLOBAL VILLAGE CAREER TRAINING CENTER
 6102 VANCOUVER VANCOUVER COMM CLG

MANITOBA

6202 WINNIPEG LOUIS RIEL ARTS & TECH CNTR

NEW FOUNDLAND

6402 ST JOHN'S COLLEGE of the N. ATLANTIC

NOVA SCOTIA

6502 HALIFAX COLLEGE OF PHYSICIANS

ONTARIO

6608 OTTAWA GENERAL DYNAMIC CANADA
 6605 THUNDER BAY CONFEDERATION CLG
 6606 TORONTO METRO HALL

PRINCE EDWARD ISLAND

6700 CHARLOTTETOWN HOLLAND COLLEGE

SASKATCHEWAN

6904 REGINA WASCANA INSTITUTE, SIAST

OTHER INTERNATIONAL**BAHAMAS**

9501 NASSAU CLG OF THE BAHAMAS

BARBADOS

(May & Nov Exams Administered on Thursday and Friday)
 9401 # ST MICHAEL PRESTIGE ACCOUNTING

ST. LUCIA

(May & Nov Exams Administered on Thursday and Friday)

9400 # CASTRIES INSTITUTE OF BUSINESS & TECH

JAMAICA

(May & Nov Exams Administered on Thursday and Friday)

9310 # KINGSTON PRIORY SCHOOL TRUST
 9313 # KINGSTON HOLY CHILDHOOD INSTITUTE
 9315 # KINGSTON MANAGEMENT INST for NATIONAL DEVELOPMENT (MIND)
 9326 # KINGSTON FASTRACK CAREER INSTITUE
 9302 # MANDEVILLE NORTHERN CARIBBEAN UNIV
 9323 # MONTEGO BAY UNIV OF WEST INDIES
 9304 # ST ANN BROWN'S TOWN COMM CLG

VIRGIN ISLANDS

(May & Nov Exams Administered on Thursday and Friday)

9100 # ST. THOMAS UNIV of the VIRGIN ISLANDS

GRAND CAYMAN ISLANDS

(May & Nov Exams Administered on Thursday and Friday)

9700 # GEORGE TOWN INNOVATIVE MANAGEMENT & PROFESSIONAL TRAINING

LICENSEE CENTERS**INDONESIA**

CONTACT: OFFICE PROFESSIONAL INSTITUTE (OPI)
 JL GRANDARIA III BLOCK D NO 6
 KEBAYORAN BARU
 JAKARTA 12130 INDONESIA
 PHONE: (62-21) 7269214
 FAX: (62-21) 72794228
 E-MAIL: opi@cbn.net.id

JAPAN

CONTACT: BABEL K.K.
 IZUMI GARDEN TOWER 4F
 1-6-1 ROPPONGI, MINATO-KU
 TOKYO 106-6004
 JAPAN
 PHONE: 81-3-6229-2241
 E-MAIL: eps@babel.co.jp

KOREA

CONTACT: BISCO INTERNATIONAL CO LTD
 SUITE 902, YEOK-SAM HEIGHTS
 B/D 642-19 YEOKSAM-DONG
 KANGNAM-KU
 SEOUL 106-080
 KOREA
 E-MAIL: khan@secretarypro.com
 PHONE: 82-2-561-8567
 FAX: 82-2-6007-1568

PUERTO RICO

CONTACT: CENTER FOR FINANCIAL TRNG
 209 PONCE DE LEON AVE #1014
 SAN JUAN PR 00918-1002
 E-MAIL: info@cftpr.com
 PHONE: 787-767-1130

REPUBLIC OF SINGAPORE

CONTACT: PERSONNEL & ORG DEV (POD)
 BLOCK 261 WATERLOO ST #04-36
 WATERLOO CENTRE
 SINGAPORE 180261
 E-MAIL: podsins@pod-hr.com
 PHONE: 65-3379081

SOUTH AFRICA

CONTACT: INSTITUTE FOR CERTIFIED ADMINISTRATIVE PROFESSIONALS
 47 NORTHUMBERLAND ROAD
 KENSINGTON
 JOHANNESBURG
 2094
 SOUTH AFRICA
 PHONE: 27-11-615-2868
 E-MAIL: info@capinstitute.co.za