



**ACAPP** || Association of  
Where learning pays Certified Accounts  
Payable Professionals

# Professional Certification Overview and Factsheet

YOUR CERTIFICATION JOURNEY  
BEGINS HERE

## ABOUT ACAPP

---

The Association of Certified Accounts Payable Professionals - ACAPP - is committed to the development of finance professionals, working in Accounts Payable and wider finance operations.

We offer globally recognised certified courses and UK Apprenticeships for those working in Accounts Payable and Procure to Pay, and those aspiring to develop their career in financial operations.

## OUR AIM

---

The aim of ACAPP is to provide our members with the opportunity to develop themselves and their skills by providing training to support career development.

ACAPP courses provide a starting point for everyone – no matter what your previous experience or education level may be.

Alongside training, we provide the latest industry updates on a global scale – information on changes, trends and technology revolutionising the industry, and how they will impact your day-to-day working environment.

## COURSE STRUCTURE

---

ACAPP courses have been created in a modular format. This means you learn and absorb all the information you need before moving on to the next topic. Our courses are designed to allow you to progress at your own pace – you can access course materials including training videos, audio, presentations, surveys at your convenience.

We currently offer a two-tier certification program including Foundation and Management. Completion of each level of the programme is awarded with a relevant certificate as can be seen below;

- ACAPP Foundation – Certified Accounts Payable Specialist (CAPS)
- ACAPP Management – Certified Accounts Payable Manager (CAPM)
- ACAPP Foundation + Management – Certified Accounts Payable Practitioner (CAPP)

Developed and Administered by

Association of Certified Accounts Payable Professionals (ACAPP)

OPERATING IN - UNITED KINGDOM | USA | CANADA | AUSTRALIA | UAE

# ACAPP Foundation – Certified Accounts Payable Specialist (CAPS)

<p><b>Overview</b></p>	<p><b>The ACAPP Foundation course is stage one in the ACAPP Certification Programme.</b></p> <p>This course provides learners with a comprehensive understanding of the Accounts Payable Function and the processes and controls which are vital to the successful operation of the department.</p> <p>Upon completion, students will have learned best practices and practical skills for a successful career in Accounts Payable, and wider Transactional Finance roles.</p> <p><b>Who is the course designed for?</b></p> <p>Individuals either currently working within a Finance role, or those looking to gain the knowledge and skills to begin their career in finance.</p> <p>Typically, our students job titles include: <b>Accounts Payable Clerk / Analyst / Team Leader / Manager / Finance Assistant / Finance Operations Manager / Financial Controller ... and many more!</b></p>
<p><b>Curriculum</b></p>	<ul style="list-style-type: none"> <li>• The Accounts Payable Career Path – <b>1 hour</b></li> <li>• Customer Service Excellence and Stakeholder Management – <b>6 hours</b></li> <li>• Accounts Payable Process and Policies – <b>8 hours</b></li> <li>• Suppliers – <b>7 hours</b></li> <li>• Technology in Finance – <b>6 hours</b></li> <li>• Travel and Entertainment Expenses – <b>4 hours</b></li> <li>• Internal Controls, Risk Management and Compliance – <b>5 hours</b></li> </ul>
<p><b>Delivery Format</b></p>	<p><b>Online</b> – within the ACAPP Virtual Academy</p>
<p><b>Examination</b></p>	<p>Online - 50 (multiple choice) questions – 80% pass mark</p>
<p><b>Award</b></p>	<p>ACAPP Certified Accounts Payable Specialist Certificate <i>(You may also use the designation CAPS to indicate certified status)</i></p>
<p><b>Entry Requirements</b></p>	<p>None – There are no entry requirements for the ACAPP Foundation CAPS Course</p>
<p><b>Fees</b></p>	<p>Enrolment Fee \$895 / £695* - Includes all required materials, examination and membership fees.</p>

# ACAPP Management – Certified Accounts Payable Manager (CAPM)

<b>Overview</b>	<p><b>The ACAPP Management course is stage two in the ACAPP Certification Programme.</b></p> <p>Whether you are an experienced Accounts Payable or wider Finance professional, this course will provide you with the knowledge and skills to progress your career in finance leadership and management.</p> <p>Covering Accounts Payable specific management, leadership and processes subject areas, along with people and departmental management, this course will help you stand out from the crowd upon completion.</p> <p><b>Who is this course designed for?</b></p> <p>All current and aspiring Finance Leaders and Managers who may already directly or indirectly manage Accounts Payable processes or teams.</p> <p>Typically, our students job titles include <b>Accounts Payable / Receivable Clerk / Team Leader or Manager / Finance Operations Manager / Director / P2P Manager / Specialist / Consultant / Head of Shared Services</b></p>
<b>Curriculum</b>	<ul style="list-style-type: none"><li>• Leading and Motivating the Accounts Payable Team – <b>8 hours</b></li><li>• Managing for High Performance in the AP Team – <b>7 hours</b></li><li>• Developing Staff Maximising Performance – <b>8 hours</b></li><li>• Presenting with Impact – <b>6 hours</b></li><li>• KPI's for Business Performance – <b>5 hours</b></li><li>• Complaints Handling in Accounts Payable – <b>6 hours</b></li></ul>
<b>Delivery Format</b>	<b>Online</b> – within the ACAPP Virtual Academy
<b>Examination</b>	Online - 50 (multiple choice) questions – 80% pass mark
<b>Award</b>	ACAPP Certified Accounts Payable Management Certificate ( <i>You may also use the designation CAPM to indicate certified status</i> )
<b>Entry Requirements</b>	Either already CAPS certified– or 12 months' service in a Finance-related role/experience at any level
<b>Fees</b>	Enrolment Fee \$895 / £695* - Includes all required materials, examination and membership fees.

## ADDITIONAL FEE INFORMATION

If you wish to complete both Foundation (CAPS) and Management (CAPM) levels together and achieve Certified Accounts Payable Practitioner status (CAPP), a **16% fee discount is automatically applied.**

GROUP DISCOUNTS – Please contact us to discuss discounts for group enrolments for 5+ students

\*(Both courses must be purchased together for the same student)

## CONTACTING US

T: UK (+44) 0207 6601482 USA & CANADA (+1) 403 910 5556 E: INFO@ACCOUNTS-PAYABLE.ORG