THE ROAD MAP TO BECOMING AN ASSOCIATE CERTIFIED ANALYTICS PROFESSIONAL (aCAP)

From deciding you want to be an Associate Certified Analytics Professional to making sure you have all the necessary tools to successfully take the exam, here’s all you need to know to get started on your aCAP journey.

APPLICATION PROCESS

These following milestones in the aCAP certification application process will help you stay on the path to becoming an aCAP.

1. Visit certifiedanalytics.org to create your MyCAP account
2. Submit your application
3. Wait for application and soft skills confirmation
4. Pay for and schedule aCAP exam
5. Take your exam. Good luck!
6. Receive your aCAP certification

GATHER YOUR RESOURCES

The following resources will help you prepare to take the aCAP exam. These can be found on the MyCAP section of the CAP website.

- Study Guide
- Practice Exam
- Glossary of Analytics Terms
- Exam References
- Analytics Body of Knowledge (Consider Purchasing)
- Job Task Analysis (JTA) in the aCAP Handbook
- Join the aCAP Discussion Forum on INFORMS Connect

STUDY TIPS

We asked current aCAPs to share their study tips. Think about how you take tests and prepare in the way you’re most comfortable.

- Develop a study timeline
- Register for a CAP Prep Course (aCAP candidates encouraged to take this too, the exam is the same.)
- Refer to your study guide frequently
- Refer to the Job Task Analysis for domain knowledge
- Review case studies for each domain
- Take a self-assessment of knowledge areas
- Create a study group

TEST-TAKING STRATEGIES

These tips will help you during the exam. Be sure to supplement these tips with strategies that worked for you in the past.

- Read each question two or three times very slowly
- Pace yourself – take short breaks if needed
- Try not to skip around
- Make sure no question is left unanswered
- Eliminate answers you know are not correct
- Trust your gut! Don’t second-guess yourself

For more information, please visit: certifiedanalytics.org