

Business Management, & Administration Sample List of Existing Credentials
(Includes education and industry certificates, and postsecondary degree options)
Updated: September 19, 2011

NCTEF/NASDCTEc does not endorse any of the listed licenses, certificates or degrees.

Education and Industry Licenses		
Title/Type/Descriptor of Licensing Program	Licensing Organization	Source for Contact Information
Accountants & Auditors	(Varies from State to State)	http://www.careerinfonet.org/ Click Career Tools and search under <i>Career Tools: Licensing Occupations</i> by specific Business, Management & Administration occupations, by state or by agency.
Accountants, & Auditors & Other Financial Specialists		
Adjustment Clerks		
Administrative Services Managers		
Bookkeeping, Accounting & Auditing Clerks		
Employment Interviewers, Private or Public Employment Services		
First Line Supervisors & Managers-Clerical & Administrative Support Workers		
General Managers & Top Executives		
Management Analysts		
Personnel, Training & Labor Relations Managers		
Sales Agents, Selected Business Services		
Typists, including Word Processing		
All other First Line Supervisors & Managers/Supervisors		
All Other Management Support Workers		
All Other Managers & Administrators		
All Other Supervisors & Managers		
Education and Industry Certificates		
Title/Type/Descriptor of Certification Program	Issuing Organization	Source for Contact Information
Accounts Payable Fundamentals	Brainbench	http://www.brainbench.com/xml/bb/homepage.xml

Accounts Receivable/Billing Fundamentals		
Accreditation in Public Relations	Public Relations Society of America	http://www.prsa.org/PD/apr
Accredited Business Accountant	Accredited Council for Accountancy and Taxation	http://www.acatcredentials.org/credentials/ABA.htm
Accredited Business Communicator	International Association of Business Communicators	http://www.iabc.com/abc
Accredited Legal Professional	The Association for Legal professionals	http://www.accreditationboard.org/
Accredited Tax Advisor	Accredited Council for Accountancy and Taxation	http://www.acatcredentials.org/credentials/ATA.htm
Accredited Tax Preparer		http://www.acatcredentials.org/credentials/ATP.htm
Accredited Retirement Advisor		http://www.acatcredentials.org/credentials/ECS.htm
Accredited Translator	American Translators Association	www.atanet.org/certification/index.php
Adobe Certified Associate/Expert (ACA, ACE)	Adobe	http://www.adobe.com/support/certification/
A*S*K Concepts of Finance Certification	Institute for the Assessment of Skills and Knowledge of Business	http://www.askinstitute.org/
A*S*K Concepts of Entrepreneurship and Management Certification		
A*S*K Fundamental Business Concepts Certification		
A*S*K Fundamental Marketing Concepts Certification		
Success Skills in the Workplace Certificate	American Management Association	www.flexstudy.com/certification
Customer Satisfaction Management Certification		
Quality Improvement Management Certificate		
General Management Certificate		
Administrative Assistant Certificate		
Manufacturing Management Certificate		
Sales and Marketing Management Certificate		
Human Resources Management Certificate		
Finance and Accounting Management Certificate		
Strategic Leadership Certificate		
Business Communications Management Certificate		
Certified Business Analysis Professional	International Institute of Business Analysis	http://www.theiiba.org/am/
Certification in Control Self Assessment	Institute of Internal Auditors	http://www.theiia.org/certification
Certification in Marketing & Sales	Certified Marketing Services International, Inc.	www.smei.org

Certification in Meeting Management	Meeting Professional International	http://www.mpiweb.org/Education/CMM.aspx
Certification in Sales	Certified Marketing Services International, Inc.	www.smei.org
Certified Administrative Manager	Institute of Certified Professional Managers	http://www.icpm.biz
Certified Administrative Professional	International Association of Administrative Professionals	http://iaap-hq.org
Certified Association Executive	American Society of Association Executives	http://www.asaecenter.org/yourcareer/contentcae.cfm?itemnumber=16097&navItemNumber=14985
Certified Benefits Professional	American Compensation Association	http://www.worldatwork.org/waw/home/html/society_home.html
Certified Bookkeeper Program	American Institute of Professional Bookkeepers	http://www.aipb.org/certification_program.html
Certified Business Communicator	Business Marketing Association	http://www.marketing.org/
Certified Cash Manager	Association for Financial Professionals	http://www.afponline.org/pub/cert/ctp.html
Certified Compensation Professional	American Compensation Association	http://www.worldatwork.org/waw/home/html/society_home.html
Certified Cost Estimator/Analyst	Society of Cost Estimating and Analysis	http://www.sceaonline.org/certification/
Certified Emergency Manager	International Association of Emergency Managers	http://www.iaem.com/certification/generalinfo/intro.htm
Certified Employee Assistance Professional	Employee Assistance Professional Association	http://www.eapassn.org/
Certified Employee Benefit Specialist	International Foundation of Employee Benefits Plan	http://ifebp.org/CEBSDesignation/overview
Certified Energy Manager	The Association of Energy Engineers	http://www.aeecenter.org/certification/
Certified Form Systems Professional	Business Forms Management Association	http://www.bfma.org/cfsp/index.php
Certified Franchise Executive	Institute of Certified Franchise Executives	http://www.franchise.org/certification.aspx
Certified Government Auditing Professional	Institute of Internal Auditors	http://www.theiia.org/certification/
Certified Help Desk Analyst	Help Desk Institute	http://www.thinkhdi.com/certification
Certified Help Desk Director		
Certified Help Desk Manager		
Certified in Financial Management	Institute of Management Accountants	http://www.theiia.org/certification/
Certified Internal Auditor	Institute of Internal Auditors	http://www.theiia.org/certification/

Certified International Financier	International Society of Financiers	http://www.insofin.com/
Chartered Asset Manager	American Academy of Financial Management	http://www.financialcertified.com/certifications.html
Chartered Portfolio Manager		
Chartered Wealth Manager		
Master Financial Manager		
Certified Valuation Manager		
Certified Legal Assistant	National Association of Legal Assistants	http://www.nala.org/certification.aspx
Certified Paralegal		
Certified Legal Investigator	National Association of Legal Investigators	http://www.nali.com/cli.php
Accredited Legal Secretary, Professional Legal Secretary (PLS), Professional Paralegal (PP)	National Association of Legal Secretaries	http://www.nals.org/certification/index.html
Certified Management Accountant	Institute of Management Accountants	http://www.theiia.org/certification/
Certified Manager	Institute of Certified Professional Managers	http://www.icpm.biz
Certified Marketing Executive	Sales & Marketing Executives International	http://www.smei.org/
Certified Medical Assistant	American Association of Medical Assistants	http://www.aama-ntl.org/
Certified Meeting Professional	Meeting Professional International	http://www.mpiweb.org/Education/certifications/cmp.aspx
Certified Payroll Professional	American Payroll Association	http://www.americanpayroll.org/certification/certification-cppinfo
Compensation Management Specialist; Group Benefits Associate; Retirement Plans Associate	International Foundation of Employee Benefits Plan	http://ifebp.org/CEBSDesignation/Overview/designations
Certified Personnel Consultant, Certified Employee Retention Specialist	National Association of Personnel Services	http://www.recruitinglife.com
Certified Professional Resume Writer	Professional Association of Resume Writers	http://www.parw.com
Manager of Quality/Organizational Excellence	American Society for Quality	http://www.asq.org/certification/index.html
Certified Employment Interview Professional		
Certified Professional Career Coach		
Certified Professional Secretary	International Association of Administrative Professionals	http://iaap-hq.org
Certified Professional Services Marketer	Society of Marketing Professional Services	http://www.smpps.org/

Certified Professional in Supply Management	Institute for Supply Management	http://www.ism.ws/
Certified Purchasing Manager	Institute for Supply Management	http://www.ism.ws/
Certified Public Accountant	American Institute of Certified Public Accountants	http://www.aicpa.org/Becoming+a+CPA
Certified Quality Auditor	American Society for Quality	www.asq.org/certification/index.html
Certified Quality Manager		
Registered Professional Reporter	National Court Reporter Association	http://www.ncraonline.org/certification
Registered Merit Reporter		
Registered Diplomat Reporter		
Certified Realtime Reporter		
Certified Broadcast Captioner		
Certified CART Provider		
Certified Legal Video Specialist		
Certified Reporting Instructor		
Master Certified Reporting Instructor		
Certified Manager of Reporting Services		
Certified Program Evaluator		
Certified in Production and Inventory Management	Association of Operations Management	http://www.apics.org/default.htm
Certified Records Manager	Institute of Certified Records Managers	http://www.icrm.org/
Certified Relocation Professional	Employee Relocation Council	http://www.worldwideerc.org/Education/CRP/Pages/crp-designation-center.aspx
Certified Sales Executives	Sales & Marketing Executives International	http://www.smei.org/
Certified Speaking Professional	Professional Secretaries International	http://www.main.org/psi/index.html
Certified Temporary Staffing Specialist	National Association of Personnel Services	http://www.recruitinglife.com
Chartered Accountant	Association of Chartered Accountants in the US	http://www.acaus.org/
Chartered Financial Analyst	Association of Investment Management & Research	www.cfainstitute.org
Internet Computing Core Certification	Certiport	www.certipoint.com/yourpersonalpath/ic3certification
Work-Life Certified Professional	World at Work	http://worldatwork.org/
Global Remuneration Administration		

Group Benefits Associate	International Foundation of Employee Benefit Plans	http://www.ifebp.org/CEBSDesignation/Overview/
Project Management Certification	International Project Management Association	http://www.ipma.ch/Pages/default.aspx
Certified Associate in Project Management	Project Management Institute	http://www.pmi.org
PMI Scheduling Professional		
PMI Risk Management Professional		
Project Management Professional		
Program Management Professional		
Sun Certified Java Associate, Programmer, Developer	Sun Microsystems	http://suned.sun.com/US/certification/
MacIntosh OS 8 Navigation Certification	Brainbench	http://www.brainbench.com/xml/bb/homepage.xml
Macintosh Networking		
MAC OSx10.2 Desktop Admin		
MAC OSx10.4 Desktop Admin		
Microsoft Certified Database Administrator (MCDBA)	Microsoft Corporation	http://www.microsoft.com/learning
Microsoft Certified Internet Webmaster		
Microsoft Certified Application Specialist (MCAS)		
Microsoft Certified Professional		
Microsoft Certified Solution Developer (MCSD)		
Microsoft Office Specialist (MOS)		
Microsoft Office User Specialist (MOUS)		
Microsoft Professional + Site Building		
MS Excel 97, 2000, 02, 03, 07 Certification	Brainbench	http://www.brainbench.com/xml/bb/homepage.xml
MS Office 02, 03 Fundamentals		
MS Powerpoint 97, 2000, 02, 03, 07 Certification		
MS Word 97, 2000, 02, 03, 07 Certification		
Payroll Fundamentals		
Personal Financial Specialist	American Institute of Certified Public Accountants	http://pfp.aicpa.org/
Pre-Professional Certification in Personal and Family Finance	American Association of Family and Consumer Sciences (AAFCS)	http://www.aafcs.org/prepac
Professional in Human Resources	Human Resources Certification Institute	http://www.hrci.org/certification/

Professional Legal Secretary, Professional Paralegal	National Association of Legal Secretaries	http://www.nals.org/certification
Project Management 2000, 2005	Brainbench	http://www.brainbench.com/xml/bb/homepage.xml
Qualified Pension Administrator	American Society of Pension Actuaries	http://www.aspa.org/main-menu/knowledge/certandcred/certprogs.aspx
Retirement Plans Associate	International Foundation of Employee Benefit Plans	http://ifebp.org/Education/CertificatePrograms
Senior Certified Relocation Professional	Employee Relocation Council	http://www.worldwideerc.org/Education/CRP/Pages/crp-designation-center.aspx
Senior Professional in Human Resources	Human Resource Certification Institute	http://www.hrci.org/certification/
SME Certified Professional Salesperson	Sales & Marketing Executives International	http://www.smei.org/
Certified Association Executive	The Center for Association Leadership	www.asaecenter.org
Typing Speed & Accuracy Certification	Brainbench	http://www.brainbench.com/xml/bb/homepage.xml
Virtual Enterprise (VE)	South Carolina Virtual Enterprise Network	http://www.scven.org/

Postsecondary Degree Options

Title/Type/Descriptor of Degree Program	Degree Conferring Organization	Source for Contact Information
Accounting	Colleges and Universities	http://www.careerinfonet.org/ Click Career Tools and search under the topic Education & Training Finder
Accounting Technician		
Administrative Assistant/Secretarial Science, General		
Business		
Business Administration & Management, General		
Business Communications		
Business Marketing/Marketing Management		
Business/Managerial Economics		
Court Reporter		
Enterprise Management & Operation		
Executive Assistant/Secretary		
Finance, General		
General Office/Clerical & Typing Services		
Human Resources Management		

Information Processing/Data Entry Technician		
International Business		
Labor/Personnel Relations & Studies		
Legal Administrative Assistant/Secretary		
Management Information Systems & Business Data Processing, General		
Marketing Management & Research		
Marketing Research		
Medical Administrative Assistant/Secretary		
Office Supervision & Management		
Operations, Management & Supervision		
Organizational Behavior Studies		
Purchasing, Procurement & Contracts Management		
Receptionist		