



NEWS RELEASE

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BCPS employee earns prestigious Certified Administrative Professional status

Tara Thompson is sixth CAP designee in BCPS in past two years

Towson, MD – Tara D. Thompson, administrative assistant with the Baltimore County Public Schools executive director of academic programs and options, has earned the prestigious Certified Administrative Professional (CAP) status from the International Association of Administrative Professionals. She is the sixth BCPS professional in the past two years to qualify for the certification.

Thompson earned the designation after passing the CAP qualifying exam. The exam follows three months of study and covers six topic areas: organizational communication, business writing and document production, technology and information distribution, office and records management, event and project management, and operational functions.

“Earning CAP status represents a mastery of administrative functioning and management, and BCPS is fortunate to benefit from the expertise of Ms. Thompson and others who have achieved this high honor,” said BCPS Superintendent Dr. Darryl L. Williams. “Congratulations to her and our thanks for being a great example of the professionalism and talent serving the students and staff of our school system.”

Other Team BCPS members who have earned CAP status are Gepsie Cox, CAP, executive administrative assistant to the chief academic officer; Pierre Francois, CAP, administrative assistant to the department of schools; Karen Horlacher, CAP, administrative assistant to the executive director of information technology; Winopa Mbakop, CAP, administrative secretary III to the director of enterprise applications; and Princess Williams, administrative secretary III with the Office of Network Support Services.

As of December 2021, only 4,385 administrative professionals nationally are actively certified as CAP designees.

(Editor's note: A photo of Tara Thompson accompanies this release.)

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[Baltimore County Public Schools](#), the nation's 25th largest school system, is focused on raising the bar and closing gaps to prepare our students for the future. Thanks to innovative and talented leaders, teachers, staff, and students, BCPS celebrates [many honors](#).