



## CERTIFIED ASSOCIATION EXECUTIVE PROGRAM

The Certified Association Executive program is designed to elevate professional standards, enhance individual performance and designate those who demonstrate the knowledge essential to the practice of association management. Founded in 1960, the CAE™ program has stood as a mark of excellence for more than 40 years.

If you are committed to association management as your profession, the CAE designation is your key to enhanced stature and success. By earning the CAE, you'll enjoy:

- Expanded knowledge in every aspect of association management;
- Professional recognition by peers, staff, and volunteer leaders across the nation; and
- Increased networking opportunities with other leaders in our profession.

## THE STRUCTURE OF THE CAE PROGRAM

The first step toward earning your CAE is fulfilling association management experience and education eligibility requirements, which you will document by submitting an application once you have completed the prerequisite requirements. Sitting for the examination is the second step. The third step is to maintain the designation through certification renewal.

## FULFILLING THE ELIGIBILITY REQUIREMENTS

It is recommended that you undertake a structured approach to fulfill the eligibility requirements and to prepare for the exam. The CAE Exam Content Outline is a useful resource for you to identify areas in which you want to undertake more extensive study. In addition, the CAE Authoritative Literature provides a concise yet detailed guide to informative association management books in key knowledge areas.

## REQUIREMENTS AT A GLANCE

To qualify to take the CAE exam, you must:

- Be employed (currently or within the past six months) in a qualifying nonprofit organization or association management company;
- Have a bachelor's or comparable higher education degree, or fulfill professional equivalency requirements;

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- Have sufficient qualifying association management experience;
- Have completed a minimum of 75 hours of broad-based qualifying professional development within the last five years; and
- Sign an attestation to uphold ASAE's Standards of Conduct.

## QUALIFYING PROFESSIONAL EXPERIENCE

You must meet the following experience requirements at the time of application:

- Be currently or recently employed in a qualifying nonprofit organization or association management company such as a trade association, professional society, individual membership organization, or philanthropic organization. Consultants, suppliers and vendors are not eligible for the CAE credential;
- Hold a bachelors degree or qualifying work experience equivalent; and
- Have three years experience as a CEO or five years experience as an employee other than a CEO at a qualifying nonprofit organization or association management company.

## QUALIFYING PROFESSIONAL DEVELOPMENT ACTIVITIES

All professional development coursework must address one or more CAE exam content topic, have been completed within the last five years and meet one of the following guidelines:

- Conferences, workshops, seminars, or classes offered by ASAE, societies of association executives, the U.S. Chamber of Commerce's Institute for Organization Management, or other providers, earn one CAE credit hour for each full clock hour, up to six hours per day;
- College or university courses taken for credit at a U.S. accredited academic institution earn CAE credits, calculated in accord with the college or university's term system and course credits;
- Pre-planned in-depth group study of specific association management topic(s) with interaction between at least three participants from different organizations earn one CAE hour for each full clock hour, up to a maximum of 20 hours per application; or
- Qualifying individual, self-paced self-study programs, including qualifying audio-based programs may earn a maximum of 50% of total application hours. Contact CAE staff for full details on self-study and audio program requirements.

## APPLICATION

The CAE Application documents your qualifying professional experience, professional development activities and attestation to uphold ASAE's Standards of Conduct. All experience and coursework must be completed at the time the application is submitted. A fee of \$500 for members and \$700 for nonmembers must accompany your application. The extended application deadline, which is the last opportunity to apply, is subject to an additional \$100 fee. The application deadlines for upcoming exam dates are:

EXAM DATE	APPLICATION DEADLINE	EXTENDED APPLICATION DEADLINE
FRIDAY, MAY 5, 2006	Friday February 10, 2006	Friday March 10, 2006
FRIDAY, DEC. 1, 2006	Friday September 8, 2006	Friday October 6, 2006
EXAM DATE	APPLICATION DEADLINE	EXTENDED APPLICATION DEADLINE
FRIDAY, MAY 4, 2007	Friday February 9, 2007	Friday March 9, 2007
FRIDAY, DEC. 7, 2007	Friday September 7, 2007	Friday October 5, 2007

**PLEASE NOTE:** All experience and coursework must be completed at the time the application is submitted. You can download the CAE application at [www.asaenet.org/cae](http://www.asaenet.org/cae) or email [caedep@asaenet.org](mailto:caedep@asaenet.org) to have a copy sent to you.

