## Certified Association Executive (CAE) Credential

### Fact Sheet

**What is the CAE?**

The CAE is designed to elevate professional standards, enhance individual performance, and designate association professionals who demonstrate the knowledge essential to the practice of association management. The CAE Program is accredited by the National Commission for Certifying Agencies.

**What is the eligibility criteria for the exam?**

- □ Have you been employed five years by a qualifying nonprofit organization(s) (trade association, professional society, individual membership organization, philanthropic organization) or an association management company?
- □ Do you have three years of experience as a CEO at a qualifying organization or have five years of experience working at the staff level at a qualifying organization?
- □ Do you have a bachelor's degree or higher, OR in lieu of a degree, do you have eight additional years of professional work experience?
- □ Are you committed to upholding the ASAE Standards of Conduct and disclose any felony convictions?
- □ Have you completed 100 hours of broad-based qualifying professional development within the last five years? *Check with ASAE to make sure your hours qualify.*

If you answered yes to all of these requirements, you are eligible to sit for the next exam.

<table>
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<tr>
<th>Application/Exam</th>
<th>Essential Materials</th>
<th>TSAE Study Course</th>
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<tbody>
<tr>
<td>ASAE Member: $500</td>
<td>Association Law Handbook, 5th edition $100</td>
<td>TSAE Member: $349</td>
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<tr>
<td></td>
<td>CAE Study Guide: $100</td>
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<td><em>Total: $359</em></td>
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| What’s covered on the exam? | The CAE exam consists of 200 multiple-choice questions over four hours. Many items are scenario-based questions, designed to measure executive intelligence. The exam is scored based on the expected level of knowledge. The exam is based on nine domains that cover various knowledge about association management. The percentage range of questions for the area will appear on the exam are also listed below.  
- Domain 1: Organizational Management (14-16%)  
- Domain 2: Leadership (14-16%)  
- Domain 3: Administration (14-16%)  
- Domain 4: Knowledge Management & Research (4-6%)  
- Domain 5: Governance & Structure (9-11%)  
- Domain 6: Public Policy, Government Relations & Coalition Building (6-8%)  
- Domain 7: Membership Development (10-12%)  
- Domain 8: Programs, Products & Services (12-14%)  
- Domain 9: Marketing, Public Relations & Communications (8-10%) |
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| When is the exam offered? | The CAE Exam is offered twice each year on the first Friday in May and the first Friday in December.  
Upcoming Exam Dates and Application Deadlines:  
- Friday, December 5, 2014 exam – deadline Friday, September 26, 2014  
- Friday, May 1, 2015 exam – deadline Friday, February 20, 2015  
- Friday, December 4, 2015 exam – deadline Friday, September 25, 2015 |
| What do I need to maintain my CAE? | Renewing applicants must have completed a minimum of 40 hours of association management related professional development, or a minimum of 30 hours of association management development plus 10 hours of qualifying leadership, authorship, and teaching activities contributing to the profession of association management. Qualifying leadership activities include volunteer service as a chairman, Chair-Elect or officer for committee service to a qualifying organization other than the applicant’s employer.  
For each three-year period, there is a renewal fee of $350 for members and $500 for non-ASAE members. It must be paid when the Renewal form is submitted. Renewal fees are reduced ($275 for members and $425 for nonmembers) if the renewal application is received by October 31 of the year of certification expiration. |
| Who do I contact for more information about the CAE? | Lori Furtado, CAE  
Senior Director, Credentialing  
202-626-2759  
lfurtado@asaecenter.org  
Genevieve Borello  
Credentialing Coordinator  
202-626-2759  
gborello@asaecenter.org |
| Is TSAE an approved provider? | Yes, TSAE is a CAE Approved Provider. Every program we offer which qualifies for CAE credit will clearly identify the number of CAE credits granted for full participation, and we will maintain records of your participation in accord with CAE policies. |