



This application is the first step toward earning the Certified Association Executive (CAE) credential. Please read and complete each section fully and accurately in clear, legible handwriting or type. You may submit the application anytime during the year. However, all qualifying association experience and continuing education must be completed at the time the application is submitted. The complete application must be received in the CAE office by the designated application deadline.

Please initial each page and mail or fax your completed application to:

Mail: ASAE CAE Program, The ASAE Building, 1575 I Street, NW
Washington, DC 20005-1103
Fax: 202-220-6441

Receipt of your application will be acknowledged within two weeks

There is no membership requirement to apply for the CAE exam, and ASAE & The Center for Association Leadership members and nonmembers will be evaluated equally on the application and subsequent examination. The CAE Program does not discriminate on any basis including race, sex, age, religion, national origin, sexual orientation, or disability. Additional information on program requirements, policies, and procedures is available in the CAE Candidate Handbook and CAE program web page www.asaenet.org/cae. For further assistance, contact CAE staff at **202-626-2759** or caedep@asaenet.org.

APPLICATION CHECKLIST

Please be sure to complete all 6 sections of this application

- I intend to sit for the CAE exam within 12 months.
- Section 1: Applicant Information** I have completed all applicant information and noted where I would like CAE mailed correspondence sent.
- Section 2: Payment** I have included payment information with this application.
- Section 3: ASAE Standards of Conduct and Application Attestation** I pledge to adhere to the ASAE Standards of Conduct and have signed the Application Attestation to fulfill program requirements.
- Section 4: Higher Academic Education** I have a bachelor's degree or equivalent from an accredited institution of higher learning, or have submitted additional education and/or professional experience to fulfill program requirements.
- Section 5: Association Employment Experience** I am currently (or have been within the past six months) employed by a qualifying organization and have completed the required years of qualifying professional experience given my current position to fulfill program requirements.
- Section 6: Professional Development Activities** I have completed at least 75 hours of qualifying broad-based association management professional development position to fulfill program requirements.



SECTION 1 APPLICANT INFORMATION

(Check which address you would like to be used for mailed correspondence)

Applicant Name _____ ASAE Member ID#(optional) _____

Title of Present Position _____ Association _____

BUSINESS ADDRESS

Street _____

City _____ State _____ Zip Code _____

Business Telephone _____

HOME ADDRESS

Street _____

City _____ State _____ Zip Code _____

Home Telephone _____

E-MAIL

SECTION 2 PAYMENT

All fees must accompany the application. The application fee is \$500 for members and \$700 for nonmembers. The application fee includes a \$150 non-refundable processing fee. Application fees, less the non-refundable processing fee, will be refunded only if your application does not meet the eligibility requirements for CAE candidacy. The application fee includes the cost to take the examination once within the next 12 months. Subsequent examinations are subject to additional testing fees.

ASAE & The Center member **\$500**

OR

Nonmember **\$700**

Additional Extension Fee **\$100**

TOTAL PAYMENT INCLUDED **\$ _____**

Please send me a receipt.

Payment type: Check Visa MasterCard American Express

Cardholder Name _____

Credit Card Account # _____

Expiration Date _____ Zip Code of billing address _____

Signature _____



_____ *Please initial*

SECTION 3

STANDARDS OF CONDUCT AND APPLICATION ATTESTATION

ASAE STANDARDS OF CONDUCT

I pledge to:

- Maintain exemplary standards of professional conduct.
- Actively model and encourage the integration of ethics into all aspects of management of the association(s) which employ(s) me.
- Pursue the objectives of the association(s) that employ(s) me in ways that are ethical.
- Recognize and discharge my responsibility and that of the association(s) that employ(s) me to uphold all laws and regulations in implementing the policies and conducting the activities of the association(s).
- Strive to continually advance my knowledge and achieve higher levels of excellence in association management.
- Maintain the confidentiality of all privileged information, except when so doing becomes an ethical or legal breach of conduct.
- Serve all members fairly, holding foremost the interests of the association that employs me and its industry or profession; faithfully executing my duties and never using my position for undue personal gain; and promptly and completely disclosing to appropriate parties all potential and actual conflicts of interest.
- Actively encourage all people qualified or eligible to be a part of the association(s) which employ(s) me to participate in the activities and leadership of the association as appropriate.
- Communicate all association internal and external information to the elected leadership(s) and membership of the association(s), which employ(s) me in a truthful and accurate manner to facilitate timely execution of their fiduciary responsibilities.
- Actively advance, support, and promote association membership and the profession of association management through word and deed.

APPLICATION ATTESTATION

In making this application, I fully understand that it is an application only and does not guarantee certification. I agree to submit to a multiple-choice examination and supply further information as determined by the ASAE CAE Commission. I further understand and, by my signature, attest that I now, and will in the future, adhere to the ASAE Standards of Conduct. I further understand that any false statement or misrepresentation that I may make in the course of these proceedings and application may result in the revocation of this application and the issuance of a complaint of violation on said Standards.

I understand that ASAE reserves the right to revise or update this application and the Standards of Conduct, and that it is my responsibility to be aware of ASAE's current requirements. I further understand that I am obligated to inform ASAE of changed circumstances that may materially affect my application. I further understand that it is my responsibility to provide ASAE with any requested documentation in connection with this application.

I understand and agree that if I am certified following acceptance of this application and successful completion of the examination, such certification does not constitute ASAE's warranty or guarantee of my fitness or competency to practice as an association executive. If I am certified, I authorize ASAE to include my name in a list of certified individuals and agree to use the CAE designation and related ASAE trade names, trademarks, and logos only as permitted by ASAE policies. I understand and agree that ASAE may also use anonymous and aggregate application and examination data for statistical and research purposes. I attest that I have no felony convictions related to the practice of association management.

Applicant Signature: _____

Date: _____



SECTION 4

HIGHER ACADEMIC EDUCATION

HIGHEST DEGREE EARNED: _____

INSTITUTION: _____

CITY / STATE _____

YEAR DEGREE RECEIVED: _____

Note: If you have not earned a bachelor's degree or equivalent from a qualifying institution, please indicate "no degree". Applicants without a qualifying degree must submit an additional eight years of professional work equivalence to qualify to take the exam. Each year of completed undergraduate studies may be substituted for two years of professional experience.

SECTION 5

ASSOCIATION EMPLOYMENT EXPERIENCE

Association management experience is defined as being employed at a qualifying organization (e.g., trade association, professional society, individual membership organization, association management company, or philanthropic organization) for which you have been compensated as an employee. Volunteer and unpaid service is not eligible to this requirement.

If you are currently the chief staff executive of your organization, you must report at least three years of association management experience. If you are employed in any other staff capacity, you must report at least five years of qualifying experience. Additional professional experience may be necessary if you have not earned a bachelor's degree from a qualifying institution.

You must currently, or within the last six months have been employed by a qualifying organization. If you are not currently employed by a qualifying organization you must submit an expressed intent to return to such employment as an addendum to this application.

CURRENT EMPLOYMENT **FROM** **TO**

Position: _____ Association: _____ ___/___/___ ___/___/___

Organization type: **Trade Association** **Individual Membership Organization**
 Association Management Company **Philanthropic Organization** **Other** _____

PREVIOUS QUALIFYING EMPLOYMENT EXPERIENCE **FROM** **TO**

Position: _____ Association: _____ ___/___/___ ___/___/___

Organization type: **Trade Association** **Individual Membership Organization**
 Association Management Company **Philanthropic Organization** **Other** _____

Position: _____ Association: _____ ___/___/___ ___/___/___

Organization type: **Trade Association** **Individual Membership Organization**
 Association Management Company **Philanthropic Organization** **Other** _____

Position: _____ Association: _____ ___/___/___ ___/___/___

Organization type: **Trade Association** **Individual Membership Organization**
 Association Management Company **Philanthropic Organization** **Other** _____



SECTION 6

PROFESSIONAL DEVELOPMENT ACTIVITIES

You must have completed 75 hours of broad-based, association management-related continuing education within the last five years to be eligible to sit for the CAE examination. The CAE Commission strongly recommends that you fulfill the professional development requirement by completing coursework in proportion to the weighting of each content area on the exam content outline. You will receive 1 CAE credit hour for each clock hour of a qualifying program, up to a maximum of six CAE credit hours per calendar day. Only full hours may be listed. (In the case of partial hours, round down to the full hour.) When not self-evident, please provide a description to indicate program content and its relation to the Exam Content Outline. For the full criteria of qualifying programs please visit www.asaenet.org/cae.

Please indicate the total number of hours you have submitted for credit, and provide a detailed listing for each program. You may reproduce this page, or attach a similarly organized report detailing the required information. There is no requirement to attach documentation or proof of attendance at education events or background information. However, ASAE reserves the right to request and audit documentation confirming the information reflected on your application.

Please note that professional development criteria is subject to change. The number of hours required will increase to 100 in 2010, at which time the distribution of hours must reflect the weighing of the exam content outline.

PROFESSIONAL DEVELOPMENT ACTIVITIES	FROM	TO	NUMBER OF HOURS
Title of Program: _____	__/__/__	__/__/__	_____
Sponsoring Organization: _____			
Description:			

Title of Program: _____	__/__/__	__/__/__	_____
Sponsoring Organization: _____			
Description:			

Title of Program: _____	__/__/__	__/__/__	_____
Sponsoring Organization: _____			
Description:			

Title of Program: _____	__/__/__	__/__/__	_____
Sponsoring Organization: _____			
Description:			



CAE APPLICATION

PROFESSIONAL DEVELOPMENT ACTIVITIES *(cont.)*

	FROM	TO	NUMBER OF HOURS
Title of Program: _____ Sponsoring Organization: _____ Description:	__/__/__	__/__/__	_____
Title of Program: _____ Sponsoring Organization: _____ Description:	__/__/__	__/__/__	_____
Title of Program: _____ Sponsoring Organization: _____ Description:	__/__/__	__/__/__	_____
Title of Program: _____ Sponsoring Organization: _____ Description:	__/__/__	__/__/__	_____
Title of Program: _____ Sponsoring Organization: _____ Description:	__/__/__	__/__/__	_____
Title of Program: _____ Sponsoring Organization: _____ Description:	__/__/__	__/__/__	_____
Title of Program: _____ Sponsoring Organization: _____ Description:	__/__/__	__/__/__	_____
			TOTAL HOURS _____

Please attach additional sheets as necessary to document your fulfillment of this requirement.



Please initial _____