



asae & the center[™]
for association leadership

present

Earning the CAE[™]: Your Path to Success

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3:15 PM - 4:30 PM

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The CAE Program

The CAE Program is designed to elevate professional standards, enhance individual performance, and designate association professionals who demonstrate the knowledge essential to the practice of association management.

To apply for the CAE exam you must be:

1. Currently employed by a qualifying nonprofit organization (trade association, professional society, individual membership organization, philanthropic organization) or association management company.
2. A chief executive officer with three years of experience and a bachelor's degree or higher OR working at the staff level in association management with five years of experience and a bachelor's degree or higher.
3. You are committed to upholding the ASAE [Standards of Conduct](#) and have no felony convictions.
4. You have completed 75 hours of broad-based [qualifying professional development](#) within the last five years. 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. (Effective January 1, 2010, candidates must complete 100 hours of broad-based association management related professional development activities within the five years preceding the application. Within those 100 hours, no more than 20 hours can be from any one domain topic.)

The CAE Exam is offered twice each year on the first Friday in May and the first Friday in December. Beginning this year, candidates may take the exam in both May and December.

- Domain 1: Strategic Management (13-15%)
- Domain 2: Planning and Research (7-9%)
- Domain 3: Leadership (11-13%)
- Domain 4: Administration (12-14%)
- Domain 5: Knowledge Management (5-7%)
- Domain 6: Governance & Structure (10-12%)
- Domain 7: Public Policy, Government and External Relations (7-9%)
- Domain 8: Membership (10-12%)
- Domain 9: Programs, Products & Services (12-13%)
- Domain 10: Public Relations & External Communications (6-7%)

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.

Preparation Advice

- Visit www.whatiscae.com
- Review Exam Content Outline
- Identify areas for focus
- Target courses and reading to those areas, ensuring broad-based study
- Consult CAE Authoritative Literature
- Review Candidate Handbook

Sources for Preparation Assistance

- Your local or state SAE
- Review CenterU educational calendar
- ASAE's Essentials of the Profession
- U.S. Chamber of Commerce's Institute
- Self-study (Ex. MSAE/SNPO Learning Institute)
- CAE Immersion course (CenterU)
- College courses, private seminars, consultant training
- Engage in peer-to-peer discussions and problem-solving
- Monitor the Executive Management Listserv
- Join the Emerging Leaders Learning Community

Note: No programs or resources are required, affiliated, or endorsed by the CAE program.

Content Leaders

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