



## NOTES & RESOURCES

3-12-2021

The session recording is available here.

### How much does it cost to get your CAE?

The \$500 member/\$750 nonmember application fee is nonrefundable. The application fee, minus a \$150 non-refundable processing fee, will be refunded only if a candidate fails to meet the eligibility requirements.

In addition to the application fee, candidates should plan for additional expenses related to professional development (100 hours are required) and resources (variable).

### How long does it take?

A year is an ideal length of time to prepare for the exam although it can be done in a shorter length of time with proper planning and commitment.

ASAE's worksheet for planning your path to CAE:

<https://www.asaecenter.org/~media/ASAE/Files/Programs/CAE/My%20Path%20to%20the%20CAE%20worksheet%20020> (Direct download)

### What does it entail?

Eligibility Requirements are detailed here: <https://www.asaecenter.org/programs/cae-certification/getting-your-cae>

### What are the recommended resources for preparing to take the CAE exam?

ASAE's core list of resources is located here: <https://www.asaecenter.org/programs/cae-certification/cae-core-resources>

Our panelists feel the following resources are particularly important:

- Professional Practices in Association Management, 4th Edition
- Membership Essentials: Recruitment, Retention, Roles, Responsibilities, and Resources, 2nd Edition
- Association Law Handbook, 6th edition (This more for your professional library)

### What is on the exam?

The new CAE Exam Content Outline takes effect with the December 2020 exam and continues through the May 2025 exam. It is available here:

[https://www.asaecenter.org/~media/ASAE/Files/Programs/CAE/CAE\\_Exam\\_Content\\_Outline\\_December\\_2020](https://www.asaecenter.org/~media/ASAE/Files/Programs/CAE/CAE_Exam_Content_Outline_December_2020) (Direct download)

### Is the Wiley practice exam still available?

Wiley and ASAE have parted ways so we're uncertain about the availability of a current CAE practice exam via Wiley.

### Where do I get the flashcards?

They are available here: <https://msae.users.membersuite.com/shop/store/5db0fc7e-00ce-c289-499d-0b3e4c9d1d7d/detail>



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### Tools for Preparing for the CAE Application & Exam

- [My Path to Earn the CAE Worksheet \[PDF\]](#)
- [Candidate Handbook \(includes sample exam questions\) \[PDF\]](#)
- [CAE Core Resources](#)
- [Independent Study Tools](#)
- [CAE Exam Content Outline for December 2020 – May 2025](#)
- [CAE Application Checklist](#)
- [12 Steps for Thinking Through a CAE Exam Question Infographic](#)
- [Scan Tron Practice](#)

### CE/PD Resources for the CAE

- Arizona Society of Association Executives - <https://www.azsae.org/page/CAECertification>
- Arkansas Society of Association Executives - <https://www.arksae.net/calendar>
- Association Executives of North Carolina - <https://www.aencnet.org/cae-certified-association-executive>
- Association Forum - <https://www.associationforum.org/browse/certified-association-executive>
- Associations North - <https://www.associationsnorth.com/page/CAE>
- California Society of Association Executives (CalSAE) - <https://www.calsae.org/ed-events/calendar/caestudy>
- Colorado Society of Association Executives - <https://csae.org/>
- Dallas Fort Worth Association Executives - <https://www.dfwae.org/>
- Empire State Society of Association Executives - <https://www.essae.org/>
- Florida Society of Association Executives - <https://www.fsae.org/cae-certification>
- Georgia Society of Association Executives - <https://www.gsae.org/certified-association-executives>



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### CE/PD Resources for the CAE (con't.)

- Indiana Society of Association Executives - <https://www.isae.org/professional-credentials>
- The Kansas Society of Association Executives - <https://ksaenet.wildapricot.org/CAE>
- Kentucky Society of Association Executives - [https://www.ksae.com/site\\_home.cfm](https://www.ksae.com/site_home.cfm)
- Louisiana Society of Association Executives - <https://www.lsaee.org/page/CAE>
- Michigan Society of Association Executives - <https://msae.connectedcommunity.org/programs-education/certified-association-executive>
  - [Virtual CRAM Course \(Apr 13-16, 2020\)](#) (Register early to preview 30+ hours of video content!)
  - [Fall Full CAE Preparation Course \(August 23-November 29, 2020\)](#) (Registration is Open!)
- Mid-Atlantic Society of Association Executives - <https://midatlantic-sae.org/MASAE-Resources>
- Mississippi Society of Association - <https://midatlantic-sae.org/MASAE-Resources>
- Missouri Society of Association Executives - <https://www.msae.net/cae-cmp>
- Montana Society of Association Executives - <http://mtsae.org/cae/>
- New England Society of Association Executives - <https://www.nesae.org/>
- New Mexico Society of Association Executives - <https://www.nmsae.org/>
- New York Society of Association Executives - <https://www.nysaenet.org/resources1/cae-career-enrichment-program/howtobecomeaceae>
- Oklahoma Society of Association Executives - <https://www.ok-osae.org/>
- Oregon Society of Association Management - <https://www.osam.org/>
- Pennsylvania Society for Association Excellence - <https://www.pasae.org/>
- South Carolina Society of Association Executives - <https://www.scsae.org/>
- Tennessee Society of Association Executives - <https://tnsae.org/>



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### CE/PD Resources for the CAE

- Texas Society of Association Executives - <https://www.tsae.org/career-center/cae-study-course>
- Virginia Society of Association Executives - <https://www.vsae.org/cae-information>
- Washington Society of Association Executives - <https://wsaenet.org/CAE-Resources>
- West Virginia Society of Association Executives - <https://wvsae.org/certified-association-executive/>
- Wisconsin Society of Association Executives - <https://www.wsae.org/resources38/cae8371>
- Wyoming Society of Association Executives - <https://wysae.org/>

### Other Resources

- <https://deirdrereid.com/tag/brain-food/>
- <https://www.wildapricot.com/blog/free-nonprofit-webinars>