



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 (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
- 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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- 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.wvae.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>