ONLINE PREPARATION COURSE CERTIFIED ASSOCIATION EXECUTIVE CAE

registration form

Course Options

- ☐ **Full Course**
  - SAE Members $845
  - Nonmembers $945
- ☐ **Concentrated Course**
  - SAE Members $695
  - Nonmembers $795
- ☐ **CRAM Session**
  - Current Course Participants $450
  - Past Course Participants $550
  - New Registrants $850

Book Sets

☐ Concentrated Book Set $300

Includes Professional Practices in Association Management, 3rd Edition, CAE resource kit, & CAE Terminology and Key Concepts Flashcards.

☐ Full CAE Book Set $425

Includes all text books used in the full course, a CAE resource kit, CAE Terminology and Key Concepts Flashcards. ***Additional shipping fees apply, please contact info@msae.org***

Individual Resources

- ☐ 2017 CAE Resource Kit of Supplemental Readings $75
- ☐ How to Read Nonprofit Financial Statements, 3rd Edition $40
- ☐ Membership Essentials, 2nd Edition $59
- ☐ Professional Practices in Association Management, 3rd Edition $85
- ☐ 2017 Terminology and Key Concepts Flashcards $150
  Choose one:
  ☐ Digital Edition ☐ Hard Copy
- ☐ The Board Savvy CEO $24

IMPORTANT:
MSAE's CAE Prep Course registration form and fees are separate from ASAE's application.

Candidate Information

Name _____

Title _____

Organization _____

Address _____

City, State, Zip _____

Phone _____

Cell _____

E-mail _____

Member of _____ state or local society of association executives

☐ I am not a member of a society of association executives (SAE)

Leadership WSae Innovation

Payment Information

☐ Check payable to MSAE ☐ Visa ☐ MasterCard ☐ Discover ☐ AMEX

Course Total	Materials *(Books/Resources)*	Shipping & Handling	TOTAL
$	$ x 6% tax = $_____ *(MI only)*	$10.00 *(MI Residents* $15.00 *(Out of state)*	$

Card Number _____

Exp. Date _____ Customer Code _____

Signature _____

A 10% administrative fee will be charged for any and all cancellations and refund requests. Substitutions are accepted in lieu of cancellation and will be charged the appropriate registration fee if different from original registration. Refunds for the full and concentrated courses are not granted after the reading list has been sent. Cancellations/refunds for the CRAM session must be submitted in writing to the MSAE office. No refunds will be granted within 5 business days of the beginning of the course. If your ASAE application is not accepted, course fees will be forwarded to the next course.

Please return form to:
Michigan Society of Association Executives
1350 Haslett Road ♦ East Lansing, MI 48823
[p] 517.332.6723 ♦ [f] 517.332.6724
www.msae.org ♦ info@msae.org

curriculum partnership with:
MSAE
MICHIGAN SOCIETY OF ASSOCIATION EXECUTIVES

ONLINE PREPARATION COURSE CERTIFIED ASSOCIATION EXECUTIVE CAE

Association Management Education



curriculum offered by:
Leadership WSae Innovation

ONLINE PREPARATION COURSE

CERTIFIED ASSOCIATION EXECUTIVE CAE

association management education

2017/2018 curriculum

"I especially appreciated that you customized the session for us. Processing the content through a variety of lenses really helped me to put all of the pieces together."

Rhea Steele, CAE, Information Systems and Technology Manager, Council of Chief State School Officers

"...I've gotten more out of your class than the others I've taken. I think the sharp focus, accountability, and empathy have all added up to an excellent learning experience."

Peter Lucas, MBA, CAE Education and Training Director, National Mobility Equipment Dealers Association

"I don't know how anyone passes the exam without the in depth analysis of the process the MSAE course provides."

Michael Johnston, CAE Vice President of Government Affairs, Michigan Manufacturers Association

About the MSAE Preparation Course

Since 1998, MSAE's prep course has demonstrated success with an average pass rate of more than 90 percent, touting participants from over 45 states and over 5 countries. This program has helped more association executives become CAEs than any other entity through gaited computer and phone assisted online live learning; writing the original CAE Study Guide; generating reading outlines by domain; mock exams, and; CAE Terminology and Key Concepts Flash Cards. Prep course participants can call in from anywhere. Conference calls are also recorded for those who are unable to participate at the scheduled time.

Requirements

Candidates are required to have been employed full-time for three years as a chief staff executive OR five years as an executive association manager. Candidates must also have completed 100 hours of broad-based, association management-related continuing education or professional development within the last five years. This education must be directly related to nonprofit management. It should not be industry-specific, or required for candidate's particular position within their organization. Consultants are now eligible.

Benefits of Becoming a CAE

- **Value and recognition** particularly among board leaders, members, and those involved in hiring nonprofit professionals.
- **Creates connections** through a range of CAE-only events and increased volunteer leadership opportunities through Michigan Society of Association Executives (MSAE), other state organizations, and the American Society of Association Executives (ASAE).
- **Self-confidence**. Seventy percent of CAE test takers report enhancing knowledge, improving advancement opportunities, and evaluating their status as their motivation.

Dedicated Faculty

Sue Radwan, CAE is the Managing Editor of ASAE Professional Practices in Association Management, Third Edition written in 2016. Radwan has considerable experience working with associations in the areas of board leadership and development, enhancing communications, strategic planning and human resource management. She will provide you with valuable guidance on certification information and tips for taking multiple-choice tests. She is joined by Cheryl Ronk, CAE, FASAE, President of MSAE. The two have worked together for over 20 years and helped create more CAES than any other facilitators/coaches. Cheryl brings the actual experience to Sue's understanding of best practices.



Registration is Simple

Get on track to earning your CAE today! This course is the premier education experience in the profession. Register online at www.msae.org or complete the form on the back page. **Questions?** Contact MSAE at (517) 332-6723.

ASAE Application Deadlines

Exam Date	Application Deadline
December 1, 2017	September 22, 2017
May 4, 2018	February 23, 2018

NOTE: MSAE's CAE Preparation Course registration form and fees are separate from ASAE's CAE application and fees.

FULL COURSE

BEST

Ideal for...
Individuals new to the CAE process

Prices

SAE Members	$845
Nonmembers	$945

*Study materials not Included

Includes
- Full-time instructor facilitates the process and responds to questions
- Personalized guidance through the application process
- Mentor Search
- Assistance finding cost effective options to fulfill professional development requirements
- Online and phone community
- Three Rounds of domain exams
- One day wrap-up with 200-question simulated exam
- Reading outline of course resources
- Important tips on testing psychology
- More than 30 e-lectures summarizing materials
- 600 multiple choice questions

- *Earn 8-10 CAE Hours before the application deadline. The entire course offers approx. 30 CAE Hours.*

Upcoming Exam Dates	Orientation Call	Reading List Begins	Registration Deadline	Simulated Exam
December 1, 2017	August 21	August 25	September 8	November 20
May 4, 2018	January 22	January 26	February 9	April 23

CONCENTRATED

BETTER

Ideal for...
ASAE Immersion Program participants or those that have started the CAE process

Prices

SAE Members	$695
Nonmembers	$795

Includes:
- Reading outline of core course resources (Resources not included in course fees.)
- Online and phone community
- Domain specific practice exam questions
- Weekly study group calls
- One day wrap-up with 200-question simulated exam
- Important tips on taking a multiple-choice test
- Over 400 multiple choice questions

- *Earn 2-4 CAE Hours before the application deadline. The entire course offers approx. 20 CAE Hours.*

Upcoming Exam Dates	Orientation Call	Reading List Begins	Registration Deadline	Simulated Exam
December 1, 2017	September 11	September 15	September 29	November 20
May 4, 2018	February 12	February 16	March 2	April 23

CRAM SESSION

GOOD

Ideal for...
Ideal for individuals that have previously taken the course or exam

Prices

Current Course Participants	$450
Past Course Participants	$550
New registrants	$850

Includes:
- Face-to-face classroom experience
- Take home workbook
- Self assessments
- Exercises to internalize domain concepts
- Test Taking Strategies
- Complete review on each domain key concepts
- Rules of thumb
- Commonly held misconceptions

CRAM is...
Complete Review And Mentoring

Upcoming Exam Dates	CRAM Dates	CRAM Location	Simulated Exam
December 1, 2017	November 10-12	Detroit, MI	November 20
May 4, 2018	April 20-22 Tentative	TBD	April 23