

registration form

ONLINE PREPARATION COURSE
CERTIFIED ASSOCIATION EXECUTIVE CAE

Course Options

- ☐ **Full Course**
SAE Members \$695
Nonmembers \$795
- ☐ **Concentrated Course**
SAE Members \$450
Nonmembers \$550
- ☐ **CRAM Session**
Current Course Participants \$250
Past Course Participants \$350
New Registrants \$450

Book Sets

- ☐ Concentrated Book Set \$380
Includes three core books from ASAE's CAE Authoritative Literature List, CAE Terminology and Key Concepts Flashcards, and one critical resource.
- ☐ Complete CAE Book Set \$525
Includes all six text books, a CAE resource kit, CAE Terminology and Key Concepts Flashcards, and shipping and handling.

Individual Resources

- ☐ Association Law Handbook, 4th Edition \$135
- ☐ Association Law Update \$45
- ☐ CAE Resource Kit of Supplemental Readings \$75
(Includes shipping and handling)
- ☐ How to Read Nonprofit Financial Statements \$27
- ☐ Membership Essentials \$50
- ☐ Professional Practices in Association Management, 2nd Edition \$60
- ☐ Terminology and Key Concepts Flash Cards \$100
How do you prefer to receive the flash cards: ☐ Digitally ☐ Hard Copy
- ☐ The Will to Govern Well \$46

IMPORTANT:
The MSAE Preparation 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)

Payment Information

☐ Check payable to MSAE

☐ Visa

☐ MasterCard

☐ Discover

☐ AMEX

Course Total \$ _____ + Resource Materials \$ _____

Total Charges \$ _____

Card Number _____

Exp. Date _____ Customer Code _____

Signature _____

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. 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 will not be granted within 5 business days of the event. If 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 provided by:
MSAE
MICHIGAN SOCIETY OF ASSOCIATION EXECUTIVES

ONLINE PREPARATION COURSE
CERTIFIED ASSOCIATION EXECUTIVE CAE
Association Management Education



program provided by:
Leadership



association management education

“Along came the Michigan CAE online study group and the CAE CRAM programs. WOW, what a difference that made! I went into this exam feeling 110% more prepared and calm, and let me tell you I feel like it made a remarkably different testing experience for me. ”

Shane N. Yates, CAE, CMP
Executive Director,
Ohio Physical Therapy
Association

“Sue and Cheryl have created an exceptional program. I have told everyone that they should skip everything else and just go straight to you guys!”

Andrea Hopkins Holovach, CAE
Membership Development
Manager, Society of Petroleum
Engineers (SPE)

Registration is Simple

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

Benefits of Becoming a CAE

- Self-confidence. 70% of CAE test takers report enhancing knowledge, improving advancement opportunities, and evaluating their status as their motivation.
- 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 the Michigan Society of Association Executives (MSAE), other state organizations and the American Society of Association Executives (ASAE).

About the MSAE Preparation Course

MSAE's course has demonstrated success with an average pass rate of over 90%, with participants from over 35 states and over 5 countries. Our program has helped more association executives become CAE's than any other entity through online education, writing the original CAE Study Guide, generating reading outlines by domain, mock exams, and CAE Terminology and Key Concepts Flashcards. All conference calls are recorded for those who are unable to participate in the scheduled calls. Registrants can participate from their home, office, or while traveling. MSAE offers the program twice a year, for both exam cycles.

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.

Faculty

Sue Radwan CAE, facilitates high-level discussions on the domain content. The owner of Leading Edge Mentoring, she has spent over 20 years developing professional education for associations, including a national designation program. 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.

ASAE Application Information

If you are sitting for the May 2012 exam, the application deadline is September 28, 2012.

Please note: the MSAE Preparation Course registration form and fees are separate from ASAE's application.



FULL COURSE

BEST

Ideal for...

Individuals new to the CAE process

Prices

SAE Members	\$695
Nonmembers	\$795

Includes

- Full-time instructor facilitates the process and responds to questions
- Personalized guidance on application process
- Mentor Search
- Assistance finding cost effective options to fulfill professional development requirements

- Online and phone community
- 3 Rounds of domain exams
- 1 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 drawn from the 17 texts from the CAE Authoritative Literature List

August 20 Orientation Call | **August 31** Reading List Begins | **September 14** Late Registration Deadline | **November 19** Simulated Exam

CONCENTRATED

BETTER

Ideal for...

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

Prices

SAE Members	\$450
Nonmembers	\$550

Includes:

- Organized reading list with 3 core books
- 1 critical resource to accommodate concentrated study weeks
- Domain specific "Quick Keys"
- Weekly study group calls
- 1 day wrap-up with 200-question simulated exam
- Important tips on taking a multiple-choice test
- Organized reunion with peers at the ASAE Annual Meeting

September 24 Orientation Call | **September 28** Reading List Begins | **November 19** Simulated Exam

CRAM SESSION

GOOD

Ideal for...

Ideal for individuals that have previously taken the course or exam

Prices

Current Course Participants	\$250
Past Course Participants	\$350
New registrants	\$450

Includes:

- Face-to-face classroom experience
- Take home workbook
- Self assessments
- Exercises to internalize domain concepts
- Planning models

- Complete review on each domain key concepts
- Rules of thumb
- Commonly held misconceptions

CRAM is...

Complete Review And Mentoring

November 9-11 in Detroit | **November 19** Simulated Exam