Registration Form

Course Options

- ☐ **Full Course**
  - SAE Members $1050
  - Nonmembers $1250
- ☐ **Concentrated Course**
  - SAE Members $950
  - Nonmembers $1100
- ☐ **CRAM Session**
  - Current Course Participants $600
  - Past Course Participants $700
  - New Registrants $1050

Book Sets

☐ Complete CAE Book Set $425
Includes all textbooks used in the full course, a CAE resource kit, CAE Terminology and Key Concepts Flashcards. ****Additional shipping fees apply, please contact info@msae.org.***

☐ Concentrated Book Set $300
Includes Professional Practices in Association Management, Third Edition, CAE resource kit, and CAE Terminology and Key Concepts Flashcards.

Individual Resources

- ☐ 2020 CAE Resource Kit of Supplemental Readings $80
- ☐ How to Read Nonprofit Financial Statements, Third Edition $40
- ☐ Membership Essentials, Second Edition $59
- ☐ Professional Practices in Association Management, Third Edition $85
- ☐ 2019 Terminology and Key Concept Flashcards $150
- ☐ The Board-Savvy CEO $28

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 _____

Email _____

Members of the following SAEs receive the member rate. Please indicate:

☐ Associations North ☐ AZ ☐ CO ☐ FL ☐ GA ☐ KS ☐ KY ☐ MI ☐ NC

☐ Empire State ☐ NY ☐ OK ☐ PA ☐ TN ☐ WI ☐ WY

☐ Not a member of an SAE ☐ Other SAE _____

(Does not guarantee member-rate pricing)

PAYMENT INFORMATION

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

Course Total	Materials *(Books/Resources)*	Shipping & Handling	TOTAL
$	$ x 6% tax = $_____ *(MI only)*	$15 *(MI residents)* $25 *(Out of state)*	$

Card Number _____

Exp. Date _____ Customer Code _____

Signature _____

***Shipping for the Full CAE Book Set is $15 in Michigan & $25 Out of State**

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 five 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

MSAE

CAE Certified Association Executives

Online Preparation Course

curriculum provided by:

TNSAE Tennessee Society of Association Executives

MICHIGAN SOCIETY OF ASSOCIATION EXECUTIVES

"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

Questions? Contact MSAE at (517) 332-6723.

ASAE Application Deadlines

Exam Date	Application Deadline
May 1, 2020	February 21, 2020
December 4, 2020	September 25, 2020

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

Association Management Education

About the MSAE Preparation Course

Since 1998, MSAE's prep course has demonstrated success with an average pass rate of more than 90%, touting participants from over 45 states and over five 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 Flashcards. 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 one year 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** 70% 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*. 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.

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/cae* or complete the form on the back.

2020 Curriculum

Best

Full Course

Ideal for ...
Individuals new to the CAE process

Prices

Partner SAE Members	$1050
Nonmembers	$1250

**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 material
- 300 multiple-choice questions

Earn 8-10 CAE hours before the application deadline. The entire course offers approximately 39 CAE hours.

Upcoming Exam Dates	Orientation Call	Reading List Begins	Registration Deadline	Simulated Exam
May 1, 2020	January 6	January 10	January 17	**April 20**
December 4, 2020	August 17	August 21	August 28	November 25

Better

Concentrated Course

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

Prices

Partner SAE Members	$950
Nonmembers	$1100

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 200 multiple-choice questions

Earn 2-4 CAE hours before the application deadline. The entire course offers approximately 20 CAE hours.

Upcoming Exam Dates	Orientation Call	Reading List Begins	Registration Deadline	Simulated Exam
May 1, 2020	February 10	February 14	February 1	**April 20**
December 4, 2020	September 21	September 25	October 4	November 9

CRAM Session

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

Prices

Current Course Participants	$600
Past Course Participants	$700
New Registrants	$1050

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
May 1, 2020	April 2-4	Baltimore	**April 20**
December 4, 2020	TBD	Baltimore	November 9
December 4, 2020	TBD	Chicago	November 9

Good