

registration form

Course Options

- ☐ **Full Course**
SAE Members \$795
Nonmembers \$895
- ☐ **Concentrated Course**
SAE Members \$595
Nonmembers \$695
- ☐ **CRAM Session**
Current Course Participants \$450
Past Course Participants \$550
New Registrants \$850

Book Sets

- ☐ Concentrated Book Set \$335
Includes Association Law Handbook, 5th Edition and Professional Practices in Association Management, 3rd Edition, CAE Terminology and Key Concepts Flashcards.
- ☐ Complete CAE Book Set \$535
Includes all text books used in the full course, a CAE resource kit, CAE Terminology and Key Concepts Flashcards.

Individual Resources

- ☐ Association Law Handbook, 5th Edition \$150
- ☐ CAE Resource Kit of Supplemental Readings \$75
- ☐ How to Read Nonprofit Financial Statements \$29
- ☐ Membership Essentials \$50
- ☐ Professional Practices in Association Management, 3rd Edition \$85
- ☐ Terminology and Key Concepts Flash Cards \$100
Choose one:
☐ Digital Edition ☐ Hard Copy
- ☐ The Will to Govern Well \$46

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)



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



Association Management Education



curriculum offered by:



“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

“...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 Society of Association Executives

“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)

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 35 states and over 5 countries. This program has helped more association executives become CAE’s than any other entity through online 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, facilitates high-level discussions on the domain content. The owner of Leading Edge Mentoring, Sue has spent more than 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.

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
May 6, 2016	February 26, 2016
December 2, 2016	September 23, 2016

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



FULL COURSE

Ideal for...

Individuals new to the CAE process

Prices

SAE Members \$795
Nonmembers \$895

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 drawn from the 17 texts from the CAE Authoritative Literature List

Upcoming Exam Dates	Orientation Call	Reading List Begins	Late Registration Deadline	Simulated Exam
May 6, 2016	January 11	January 15	February 5	April 25
December 2, 2016	August 15	August 19	September 2	November 21

BEST

CONCENTRATED

Ideal for...

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

Prices

SAE Members \$595
Nonmembers \$695

Includes:

- Reading outline of core course resources
- Online and phone community
- Domain specific “Quick Keys”and exam questions

- Weekly study group calls
- One 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

Upcoming Exam Dates	Orientation Call	Reading List Begins	Simulated Exam
May 6, 2016	February 15	February 19	April 25
December 2, 2016	September 12	September 16	November 21

BETTER

CRAM SESSION

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
- Planning models

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

CRAM is...

Complete Review And Mentoring

Upcoming Exam Dates	Meet in Detroit	Simulated Exam
May 6, 2016	April 15-17	April 25
December 2, 2016	November 11-13	November 21

GOOD