



2010 Fall CAE Study Course

September 13–November 22, 2010
No Class on November 22nd
Monday Evenings, 5:30pm-7:30pm

WHERE

FL Society of Assn Executives' Office
2410 Mahan Drive, Ste. 2
Tallahassee, Florida 32308

or

By Conference Call from
your home or office

COST

\$175.00 for first time attendees; \$100.00 for second time attendees (non-members add \$75.00)

IMPORTANT: If you intend to take the CAE exam on **December 3, 2010**, you must submit an application to the American Society of Association Executives (ASAE) **by September 10, 2010**, to avoid an extra fee of \$100. The extended application deadline, the last opportunity to apply and subject to a \$100 fee is **October 8, 2010**. CAE exam applications are available by calling ASAE Member Services at (202) 371-0940 or [online](http://www.asaecenter.org) at www.asaecenter.org.

This course can help you:

- Become a better association executive
- Stay on a schedule and develop an examination skill set
- Interact with other executives who are interested in earning their CAE — the highest designation in the profession
- Experience distance learning with conference call technology
- Learn association management practices you will utilize throughout your career

Who Should Attend

If you have the drive, ability and dedication it takes to earn ASAE's Certified Association Executive (CAE) designation, you will join a select group of peers nationwide who have chosen to attain this high level of excellence and achievement. For over a quarter of a century, the CAE program remains the symbol for excellence in every facet of association management.

Those who are currently employed full time with an association in a chief staff or executive management position should consider this certification. The course is also open to non-CAE candidates who wish to expand their knowledge of association management.

How It Works

This course is designed to give you support and assistance in your study efforts and provide you with a systematic study format. Candidates will have an opportunity to prepare for the CAE exam over a three-month period just before the exam.

In order to participate fully, candidates must be informed about the preparation required, study techniques, and additional information on the format of the test. The curriculum covers all of the domains in the test. The kick-off orientation session is a mandatory information session. All candidates are encouraged to begin reading preparation materials as soon as possible, with all reading skimmed before

the course begins. The books may be purchased through ASAE or MSAE (Michigan Soc. of Assn Executives).

Each week, participants answer key questions related to the CAE Toolbox, posting answers and reviewing other participants' answers and comments. We also cover scenarios for exploration and discussion with emphasis on alternative solutions, legalities, prioritization of issues, and action plans. The scenarios will help you integrate the materials from the domains. Two review and wrap-up sessions will cover sample test questions and important tips on taking multiple-choice tests.

Faculty

Hester Ndoja, CAE, FSAE's Director of Membership and Development, will facilitate discussions on the domain content along with CAE professionals who will be guest facilitators on each domain being studied. If you have any questions, please contact Hester at 850-702-0944 or hester@fsae.org.

Additional Information

If you intend to earn your CAE on **December 3, 2010**, you must submit an application to the American Society of Association Executives (ASAE) by **September 10, 2010**, to avoid an extra late fee of \$100. The extended application deadline, the last opportunity to apply and subject to a \$100 fee is **October 8, 2010**. CAE exam applications are available by calling ASAE Member Services at (202) 371-0940 or www.asaecenter.org.

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/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. See ASAE CAE application requirements on www.asaecenter.org

The preparation course suggests the following publications:

- Association Law Handbook, 4th Edition
- Building a Knowledge Based Culture
- The Manager's Legal Handbook
- How to Read Nonprofit Financial Statements
- Membership Marketing
- Principles of Association Management, 4th Edition
- Professional Practices in Association Management
- 7 Measures of Success

Books

Books can be purchased through ASAE Member Services at (202) 371-0940, www.asaecenter.org, or through MSAE at (517) 332-6723. MSAE offers a book set with 7 core books for \$525.

FSAE Study Course

(includes kick off orientation, CAE Study Guide, 8 sessions, and two sessions for wrap up and review to include a practice exam) Other books and materials can be ordered through ASAE or MSAE.

Member of FSAE or local allied society **\$175.00**

Non Member **\$250.00**

Member second attendee is **\$100.00**

Non Member **\$175.00**

**If you need more information regarding the CAE Certification Program,
you may contact the CAE Department at (202) 626-2759.**

FALL SCHEDULE
September 13 – November 22, 2010

<i>Every Monday 5:30pm-7:30pm</i>	<i>Date</i>
<i>ASAE Application Deadline</i>	<i>Sept. 10</i>
Class Kick off & Orientation	Sept. 13
Organizational Management (Domain 1)	Sept. 20
Leadership (Domain 2)	Sept. 27
Administration (Domain 3)	Oct. 4
<i>ASAE Extended Application Deadline</i>	<i>Oct. 8</i>
Knowledge Management & Research (Domain 4) & Governance & Structure (Domain 5)	Oct. 11
Public Policy, Governmental Relations & Coalition Building (Domain 6) & Membership Development (Domain 7)	Oct. 18
Programs, Products & Services (Domain 8)	Oct. 25
Marketing, Public Relations & Communications (Domain 9)	Nov. 1
Wrap-up & Review	Nov. 8
Review	Nov. 15
<i>NO CLASS – NOVEMBER 22nd</i>	Nov. 22
<i>CAE Exam</i>	Dec. 3

Name Information:

Name: _____

Title: _____ Association/Company: _____

Phone: _____ Mobile Phone: _____

Email: _____ Fax: _____

Method of Payment:

____ Check (Please make checks payable to FSAE) ____ Credit Card (*Circle One*): Visa MC AMEX

Name on Credit Card: _____

Credit Card # _____ Expiration Date: ____/____/____

Billing Address of credit card including zip code: _____

Signature: _____

COST: (Please check your selection)

Members

____ \$175.00 first time attendee

____ \$ 100.00 second time attendee

Non-Members

____ \$250.00 first time attendee

____ \$175.00 second time attendee

**Contact: Hester Ndoja, CAE at (850) 702-0944 or hester@fsae.org for more information,
and fax completed registration form to (850) 222-6350.**