



2009 Fall CAE Study Course

September 14–November 23, 2009
No class on November 9th
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 4, 2009**, you must submit an application to the American Society of Association Executives (ASAE) **by September 11, 2009**, to avoid an extra fee of \$100. The extended application deadline, the last opportunity to apply and subject to a \$100 fee is **October 9, 2009**. CAE exam applications are available by calling ASAE Member Services at (202) 371-0940.

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 the FL Society 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 posted 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, FSAE's Director of Membership and Development, will facilitate discussions on the domain content along with CAE professionals who will be guest lecturers on the 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 4, 2009**, you must submit an application to the American Society of Association Executives (ASAE) by **September 11, 2009**, to avoid an extra fee of \$100. The extended application deadline, the last opportunity to apply and subject to a \$100 fee is **October 9, 2009**. CAE exam applications are available by calling ASAE Member Services at (202) 371-0940.

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 75 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.

The preparation course requires the following publications:

- Association Law Handbook, 3rd 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
- CAE Resource Kit

Book Set

\$450.00 per set and includes all seven publications, CAE resource kit and shipping and handling. Books can be purchased through ASAE Member Services at (202) 371-0940 or www.asaecenter.org.

Full Course

(includes kick off orientation, CAE Study Guide, 8 sessions, and two sessions for wrap up and review to include a practice exam) Materials can be ordered through ASAE Member Services at (202) 371-0940.

Member of state 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 ASAE CAE Certification Program, you may contact them at (202) 626-2759.**

FALL SCHEDULE
September 14 – November 23, 2009

<i>Every Monday 5:30pm-7:30pm</i>	<i>Date</i>
<i>ASAE Application Deadline</i>	<i>Sept. 11</i>
Class Kick off & Orientation	Sept. 14
Strategic Management (Domain 1) & Planning & Evaluation (Domain 2)	Sept. 21
Leadership Processes (Domain 3)	Sept. 28
Administration (Domain 4)	Oct. 5
<i>ASAE Extended Application Deadline</i>	<i>Oct. 9</i>
Governance & Structure (Domain 6)	Oct. 12
Public Policy (Domain 7) & Public Relations (Domain 10)	Oct. 19
Membership (Domain 8)	Oct. 26
Knowledge Management (Domain 5) & Programs, Products & Services (Domain 9)	Nov. 2
NO CLASS – VETERANS DAY	Nov. 9
Wrap-up & Review	Nov. 16
Review	Nov. 23
<i>CAE Exam</i>	Dec. 4

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	Non-Members
___ \$175.00 first time attendee	___ \$250.00 first time attendee
___ \$ 100.00 second time attendee	___ \$175.00 second time attendee

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