



# CERTIFIED ASSOCIATION EXECUTIVE

*the essential credential in association management*

## FALL 2009 PROGRAM CHANGES BRIEFING SHEET

Periodic changes to ensure currency and relevance are a hallmark of a well-designed credentialing program. Therefore, the Certified Association Executive (CAE) credentialing program undertakes a periodic job analysis study every five years, as well as an ongoing review of policies and procedures. This paper answers common questions you may have about changes that begin to take effect in Fall 2009.

**Q: Why have eligibility requirements increased by 25 hours with a cap of 20 hours in any one knowledge domain?**

**A.** The CAE Commission believes it is important that candidates have completed well-rounded and sufficient educational preparation.

**Q: How are general association management programs like Annual Meeting considered under the 20 hour cap?**

**A.** Broad-based association management programs may be listed as “general association management education”. There is no limit on these types of programs, but classification is subject to approval by the CAE Program. Got questions? Contact [caedep@asaecenter.org](mailto:caedep@asaecenter.org) or 202-626-2759.

### **CAE candidates without an application on file**

**Q: I'm planning on taking the December 2009 exam. How many hours of professional development do I need to submit?**

**A.** Applicants sitting for the December exam need to submit 75 hours of professional development. (Note: If you defer taking the exam until May 2010 or need to retest, you will need to submit an additional 25 hours at that time.) The last date to apply for the December 2009 exam is Friday, October 9, 2009 (subject to an additional \$100 fee).

**Q: If I am preparing for the December exam, which CAE Exam Content Outline, Authoritative Literature and eligibility requirements are applicable?**

**A.** The current Content Outline, Authoritative Literature, and eligibility requirements are provided online at [www.whatiscae.com](http://www.whatiscae.com). This information will remain posted through the preparation period for the December exam. When new information for the May 2010 exam and beyond is released, it will be clearly identified as taking effect in 2010.

**Q: I am planning on sitting for the May 2010 exam. How many hours of professional development do I need to submit?**

**A.** If you are not planning on sitting for the exam until May 2010 at the earliest, you should submit your application after the October 9 deadline for the December exam. You will need to submit 100 hours of professional development, including a maximum of 20 hours from any one knowledge domain. Your application will remain active for one year.

**Q: Follow-up question: What if I submit my application before the December deadline?**

**A.** If you submit a qualifying application before the December exam deadline, you will be eligible to sit for the exam in December, but will need to submit an additional 25 hours of professional development to sit for the exam in May.

**Q: When will the new CAE Exam Content Outline, Authoritative Literature and application for the May 2010 exam be available?**

**A.** The new CAE Exam content outline is now publicly available at [www.whatiscae.com](http://www.whatiscae.com) (see Exam Content Outline (2010)). An updated Authoritative Literature list is anticipated in December. The application for the 2010 exam will be available in late Fall. The latest information is always available from the CAE staff at [caedep@asaecenter.org](mailto:caedep@asaecenter.org) or 202-626-2759.

### **Candidates with an approved application already on file:**

**Q: I have an application on file and am planning on sitting for the December 2009 exam. What do I need to do?**

**A.** All candidates with an active application on file are eligible to sit for the December 4, 2009 CAE exam. You may continue your preparations to be tested, and expect email notification that registration for the exam is open in October.

**Q: My application is valid through 2010 (or later). What will I need to do to sit for the exam after December 2009?**

**A.** You will need to submit an additional 25 hours of professional development to sit for the exam in May 2010 or beyond. Your application already on file will remain active until its current expiration date, provided that you continue to meet all other eligibility requirements (e.g., remain free from felony convictions related to the practice of association management.)

**Q: Which CAE Exam Content Outline and Authoritative Literature should I use to prepare?**

**A.** The current Content Outline, Authoritative Literature, and eligibility requirements are provided online at [www.whatiscae.com](http://www.whatiscae.com). When new information for the May 2010 exam and beyond is released, it will be clearly identified as taking effect in 2010. In fact, the Exam Content Outline (2010) is now posted at [www.whatiscae.com](http://www.whatiscae.com).