



Certified Association Executive Renewal Application

Thank you for your continued support of the Certified Association Executive (CAE™) credential. Please read and complete each section fully and accurately in clear, legible handwriting or type. You may submit the application anytime during the year. However, all qualifying continuing education must be completed at the time the application is submitted and within the renewal period. The complete application must be received in the CAE office by the designated application deadline.

Please initial each page and mail, email, or fax your completed application to:

Mail: ASAE CAE Program
1575 I Street, NW
Washington, DC 20005-1103

Fax: 202-220-6441
Email: caedept@asaecenter.org

Receipt of your application will be acknowledged within two weeks.

There is no membership requirement to renew your CAE credential, and ASAE members and nonmembers will be evaluated equally on the renewal application. The CAE Program does not discriminate on any basis including race, gender, age, religion, creed, national origin, sexual orientation, or disability. Additional information on program requirements, policies, and procedures is available on the CAE program web page www.whatiscae.com. For further assistance, contact CAE staff at 202-626-2759 or caedept@asaecenter.org.

APPLICATION CHECKLIST

Please be sure to complete all 4 sections of this application.

- Section 1: Renewal Applicant Information:** I have completed all renewal applicant information and noted where I would like CAE mailed correspondence sent.
- Section 2: Payment:** I have included payment information with this renewal application.
- Section 3: ASAE Standards of Conduct and Renewal Application Attestation:** I pledge to adhere to the ASAE Standards of Conduct and have signed the Renewal Application Attestation.
- Section 4: Professional Development Activities:** I have completed at least 40 hours of qualifying professional development or a minimum of 30 hours of qualifying professional development plus 10 hours of qualifying leadership, authorship, and/or teaching activities contributing to the association management profession.

Please initial each page before submitting completed application.

SECTION 1

RENEWAL APPLICANT INFORMATION

Please indicate the address you would like to be used for CAE correspondence: Business Home (Please select only one.)

Please note: It is important to keep an updated address on file with the CAE program to ensure you receive important credential information.

| | |
|---------------------------|----------------------------|
| Applicant Name | ASAE Member ID# (optional) |
| Title of Present Position | Organization |

BUSINESS ADDRESS

| | | |
|--------------------|--------------|----------|
| Street | | |
| City | State | Zip Code |
| Business Telephone | Business Fax | |

HOME ADDRESS

| | | |
|----------------|----------|----------|
| Street | | |
| City | State | Zip Code |
| Home Telephone | Home Fax | |

EMAIL

SECTION 2

PAYMENT

All fees must accompany the application. The renewal fee is \$325 for members and \$425 for nonmembers, due by December 31 of your expiration year. Fees are reduced to \$225 for ASAE members and \$325 for nonmembers if application is received by October 31.

Early Renewal Fee — Submitted by October 31

- ASAE Member \$225
 Nonmember \$325

Renewal Fee — Submitted November 1–December 31

- ASAE Member \$325
 Nonmember \$425

TOTAL PAYMENT INCLUDED \$ _____

- Please send me a receipt.

Please make checks payable to ASAE.

Payment type: Check Visa MasterCard American Express

Cardholder Name _____

Credit Card Account # _____

Expiration Date _____

Zip Code of billing address _____

Signature _____

Please initial each page before submitting completed application.

SECTION 3

STANDARDS OF CONDUCT AND APPLICATION ATTESTATION

ASAE STANDARDS OF CONDUCT

I PLEDGE TO:

Maintain exemplary standards of professional conduct.

Actively model and encourage the integration of ethics into all aspects of management of the association(s) which employ(s) me.

Pursue the objectives of the association(s) that employ(s) me in ways that are ethical.

Recognize and discharge my responsibility and that of the association(s) that employ(s) me to uphold all laws and regulations in implementing the policies and conducting the activities of the association(s).

Strive to continually advance my knowledge and achieve higher levels of excellence in association management.

Maintain the confidentiality of all privileged information, except when so doing becomes an ethical or legal breach of conduct.

Serve all members fairly, holding foremost the interests of the association that employs me and its industry or profession; faithfully executing my duties and never using my position for undue personal gain; and promptly and completely disclosing to appropriate parties all potential and actual conflicts of interest.

Actively encourage all people qualified or eligible to be a part of the association(s) which employ(s) me to participate in the activities and leadership of the association as appropriate.

Communicate all association internal and external information to the elected leadership(s) and membership of the association(s), which employ(s) me in a truthful and accurate manner to facilitate timely execution of their fiduciary responsibilities.

Actively advance, support, and promote association membership and the profession of association management through word and deed.

RENEWAL APPLICATION ATTESTATION

In making this renewal application, I fully understand that it is a renewal application only and does not guarantee renewal. I understand and, by my signature, attest that I now, and will in the future, adhere to the ASAE Standards of Conduct. I further understand that any false statement or misrepresentation that I may make in the course of these proceedings and renewal application or other violations of CAE Commission policies may result in the revocation of this renewal application or other disciplinary action by the CAE Commission.

I understand that ASAE reserves the right to revise or update this renewal application and the Standards of Conduct, and that it is my responsibility to be aware of ASAE's current requirements. I further understand that I am obligated to inform ASAE of changed circumstances that may materially affect my renewal application. I further understand that it is my responsibility to provide ASAE with any requested documentation in connection with this application.

I understand and agree that if I am recertified following acceptance of this application such certification does not constitute ASAE's warranty or guarantee of my fitness or competency to practice as an association executive. If I am recertified, I authorize ASAE to include my name in a list of certified individuals and agree to use the CAE designation and related ASAE trade names, trademarks, and logos only as permitted by CAE policies. I understand and agree that ASAE may also use anonymous and aggregate renewal application data for statistical and research purposes. I attest that I have no felony convictions related to the practice of association management.

Applicant Signature: _____ Date: _____

SECTION 4

PROFESSIONAL DEVELOPMENT

You must have completed 40 hours of association management-related continuing education within the last three years to renew your CAE certification. Alternatively, you may substitute up to 10 hours of leadership activities, authorship, or teaching activities for up to 10 hours of professional development activities. When renewing for the first time, renewal applicants may include qualifying CAE credit hours not previously submitted for CAE credit provided they have been completed less than three years prior to the date of renewal (e.g. preparatory coursework undertaken after submission of the exam application.) You will receive one CAE credit hour for each full clock hour of a qualifying program, up to a maximum of six CAE credit hours per calendar day. Only full hours may be listed. (In the case of partial hours, round down to the full hour.) When not self-evident, please provide a description to indicate program content and its relation to the Exam Content Outline.

You will receive two hours credit for each year of service as a volunteer in an officer capacity, such as vice chair of the board or chair of the task force. You will receive two hours credit for each session or course in which you were the content leader, and for each article, chapter, or book written. For the full criteria of qualifying programs, please visit www.whatiscae.com.

Please indicate the total number of hours you have submitted for credit, and provide a detailed listing for each program or activity. You may reproduce this page, or attach a similarly organized report detailing the required information. There is no requirement to attach documentation or proof of attendance at education events or background information. However, the CAE program reserves the right to request and audit documentation confirming the information reflected on your application.

| PROFESSIONAL DEVELOPMENT ACTIVITIES | FROM | TO | NUMBER OF HOURS |
|--|-------------|-----------|------------------------|
|--|-------------|-----------|------------------------|

| | | | |
|-------------------------|-----------------|-----------------|-------|
| Title of Program: _____ | ___ / ___ / ___ | ___ / ___ / ___ | _____ |
|-------------------------|-----------------|-----------------|-------|

Sponsoring Organization: _____

Description:

| | | | |
|-------------------------|-----------------|-----------------|-------|
| Title of Program: _____ | ___ / ___ / ___ | ___ / ___ / ___ | _____ |
|-------------------------|-----------------|-----------------|-------|

Sponsoring Organization: _____

Description:

| | | | |
|-------------------------|-----------------|-----------------|-------|
| Title of Program: _____ | ___ / ___ / ___ | ___ / ___ / ___ | _____ |
|-------------------------|-----------------|-----------------|-------|

Sponsoring Organization: _____

Description:

| | | | |
|-------------------------|-----------------|-----------------|-------|
| Title of Program: _____ | ___ / ___ / ___ | ___ / ___ / ___ | _____ |
|-------------------------|-----------------|-----------------|-------|

Sponsoring Organization: _____

Description:

PROFESSIONAL DEVELOPMENT ACTIVITIES (CONT'D)

FROM

TO

NUMBER OF HOURS

Title of Program: _____ / ____ / ____ / ____ / ____ / ____

Sponsoring Organization: _____

Description:

Title of Program: _____ / ____ / ____ / ____ / ____ / ____

Sponsoring Organization: _____

Description:

Please attach additional sheets as necessary.

LEADERSHIP, AUTHORSHIP, AND TEACHING ACTIVITIES

FROM

TO

NUMBER OF HOURS

Service/Title: _____ / ____ / ____ / ____ / ____ / ____

Organization/Publication: _____

Description:

Service/Title: _____ / ____ / ____ / ____ / ____ / ____

Organization/Publication: _____

Description:

Service/Title: _____ / ____ / ____ / ____ / ____ / ____

Organization/Publication: _____

Description:

TOTAL HOURS

Please initial each page before submitting completed application.