

# CERTIFIED

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# ASSOCIATION

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# EXECUTIVE

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## CERTIFICATION RENEWAL

- REPORT FORM
- CRITERIA
- PROCEDURES

**For additional information contact:**

CAE Program  
American Society of Association Executives  
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## MAINTAINING CERTIFICATION

Continual professional development activities are essential to enable association executives to cope with a rapidly changing environment. Therefore, to retain the Certified Association Executive (CAE) credential, a certified association executive must accumulate 40 hours of continuing education/professional development **OR** a minimum of 30 hours of continuing education and 10 hours in other areas, such as leadership, instruction or writing, every three years and submit a completed CAE Renewal Report form.

## CAEs MUST RENEW AT THREE-YEAR INTERVALS

**CAEs must renew at three year intervals. All certifications expire at the end of a calendar year, regardless of whether earned in the beginning of the year or mid-year.**

Upon reaching the age of 70, a CAE with at least 15 years of continuous certification may opt to reduce the amount of continuing education/professional development hours necessary to renew by half to 20 hours (or 15 hours of continuing education and 5 hours in other areas). In addition there is a reduction in fees.\* The request must be in writing and must be received at least one month prior to the end of the renewal cycle.

## PROCEDURES

ASAE will mail notices to all CAEs reminding them of renewal requirements. You may reproduce this report form or include additional pages as necessary. Renewal forms are retained for three (3) years. Renewal forms must be received no later than December 31<sup>st</sup> of the renewal year.

## FILING EXTENSION

A CAE may apply to the ASAE CAE Commission for a once in a lifetime filing extension of the professional renewal requirements. The request for the filing extension must be submitted in writing to the CAE Commission prior to December 1 of the year immediately preceding the renewal date. Extensions are not granted for a period of more than three years, subject to review by CAE Commission. You must accumulate 13 hours in continuing education for every year that your filing date is extended.

## FEES

For each three-year period, there is a renewal fee of \$185 for a member or \$265 for a non-member. It must be paid when the Renewal Report Form is submitted. **\*At age 70, fee = \$10 member or \$25 non-member.**

The CAE Commission has set the following policy to address the loss of certification due to failure to meet renewal requirements: Executives who have not acquired sufficient CAE maintenance hours for renewal on the scheduled renewal date will be notified in writing that their certification is suspended and they are prohibited from using the CAE designation and will no longer be listed as a CAE in any ASAE publication, until the executive resubmits to the certification process and successfully meets the criteria for certification by application and examination.

## STANDARDS OF CONDUCT

This code of Standards of Conduct for members of the American Society of Association Executives has been adopted to promote and maintain the highest standards of association service and personal conduct among its members. Adherence to these standards is expected from members of the society, and serves to assure public confidence in the integrity and service of association executives. As a member of the American Society of Association Executives, I pledge myself to:

- Maintain the highest standard of personal conduct.
- Actively promote and encourage the highest level of ethics within the industry or profession my association represents.
- Maintain loyalty to the association that employs me, and pursue its objectives in ways that are consistent with the public interest.
- Recognize and discharge my responsibility and that of my association to uphold all laws and regulations relating to my association's policies and activities.
- Strive for excellence in all aspects of management of my association.
- Use only legal and ethical means in all association activities.
- Serve all members of my association impartially, provide no special privilege to any individual member, and accept no personal compensation from a member except with full disclosure and with the knowledge and consent of my association's governing board.
- Maintain the confidentiality of privileged information entrusted or known to me by virtue of my office.
- Refuse to engage in, or countenance, activities for personal gain at the expense of my association or its industry or profession.
- Refuse to engage in, or countenance, discrimination on the basis of race, sex, age, religion, national origin, sexual orientation, or disability.
- Always communicate association internal and external statements in a truthful and accurate manner by assuring that there is integrity in the data and information used by my association.
- Cooperate in every reasonable and proper way with other association executives, and work with them in the advancement of the profession of association management.
- Use every opportunity to improve public understanding of the role of associations.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# CAE CERTIFICATION RENEWAL REPORT FORM

AMERICAN SOCIETY OF ASSOCIATION EXECUTIVES

NAME

TITLE

TELEPHONE

ASSOCIATION

ADDRESS

CITY

STATE

ZIP

PLEASE INDICATE ASAE MEMBER NUMBER, IF APPLICABLE

If your affiliation is different from that at the time of certification or the last renewal, please indicate your address at the time of your last report.

ASSOCIATION

ADDRESS

This form must be received no later than December 31<sup>st</sup> of your renewal year. CAE's must renew every three years. All renewals are effective January 1st.

## TO RENEW

- A minimum of 40 hours of continuing education/professional development is required; **OR** a minimum of 30 hours of continuing education and a maximum of 10 hours in other areas, such as leadership (two hours per year as an officer, committee chair, etc.), instruction (two hours per course), or writing (two hours per article).
- All professional development and/or other activities listed must have occurred since the original date of certification or last renewal, whichever is more recent.
- It is important that all relevant information be provided on the form, and appropriate attachments included if requested. Incomplete applications will be returned for additional information.
- You may reproduce this form. If needed, you may add supplemental pages to this form.
- You must review and sign the ASAE Standards of Conduct.

## PAYMENT

Please enclose your renewal fee when you submit your Renewal Form. The fee is \$185 for ASAE members and \$265 for non-members. (At age 70, fee is \$10 for ASAE members and \$25 for non-members.) All fees must accompany the renewal form. ASAE cannot bill you.

Check enclosed    Visa    MasterCard    American Express   In the amount of \$

**For credit card use:** \_\_\_\_\_

ACCOUNT #

EXPIRATION DATE

CARDHOLDER NAME

ZIP CODE OF BILLING ADDRESS

SIGNATURE

I certify that the attached information is complete and accurate to the best of my knowledge. I understand that ASAE reserves the right to revise or update the renewal requirements, standards of Conduct, and other material, 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 understand and agree CAE certification does not constitute ASAE's warranty or guarantee of my fitness or competency to practice as an association executive. I authorize ASAE to include my name in a list at certified individuals and agree to use the CAE designation and related ASAE trade names, trademarks, and logos only as permitted by ASAE policies. I further understand and agree that ASAE may also use anonymous and aggregate application and examination data for statistical and research purposes.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# ACCEPTABLE PROFESSIONAL HOURS FOR CAE MAINTENANCE

The CAE Commission has identified several areas of educational endeavor through which renewal may be maintained. They are listed below by categories. The Commission will continuously review other options to identify those activities, which in its judgment merit inclusion.

## EDUCATIONAL PROGRAMS, ACTIVITY OR INSTRUCTION

(The following ratings are to be used for professional development)

	HOUR RATING
1 hour	01
3 hours or half-day program	03
6 hours or one-day program	06

- Participation in ASAE or other educational programs, such as the Winter Conference (formerly known as the Management and Technology Conference), the Annual Meeting & Exposition, the programs of allied or affinity groups and programs of degree granting institutions of higher education, constitutes continuing education, when the subject **relates directly to association management**. On-line educational programs earn the same number of hours as face-to-face educational programs.
- Participation in the Institute for Organization Management (4.5 days) offered by the U.S. Chamber of Commerce also counts towards the continuing education requirement.
- Participation in the Institute for Advanced Management (3 days) offered by the U.S. Chamber of Commerce also counts towards the continuing education requirement.
- Participation in other programs and courses that apply to association management, such as those offered by: (a) the American Management Association; (b) educational services companies; (c) management consulting firms; and (4) other independent seminars will count towards meeting the continuing education requirements.
- Two (2) hours of credit will be given for each year of service as an Officer, Chairman, Vice Chairman, etc.
- Two (2) hours of credit will be given for each course that is instructed.
- Two (2) hours of credit will be given for each article, chapter or book written.

## EDUCATIONAL ACTIVITY DETAIL

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EDUCATIONAL INSTITUTION OR ORGANIZATION

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TITLE AND DESCRIPTION OF PROGRAM

NUMBER OF HOURS

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LOCATION

DATE

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EDUCATIONAL INSTITUTION OR ORGANIZATION

---

TITLE AND DESCRIPTION OF PROGRAM

NUMBER OF HOURS

---

LOCATION

DATE

EDUCATIONAL INSTITUTION OR ORGANIZATION	
TITLE AND DESCRIPTION OF PROGRAM	NUMBER OF HOURS
LOCATION	DATE

EDUCATIONAL INSTITUTION OR ORGANIZATION	
TITLE AND DESCRIPTION OF PROGRAM	NUMBER OF HOURS
LOCATION	DATE

EDUCATIONAL INSTITUTION OR ORGANIZATION	
TITLE AND DESCRIPTION OF PROGRAM	NUMBER OF HOURS
LOCATION	DATE

## LEADERSHIP, INSTRUCTION, OR WRITING DETAIL

SERVICE AS AN OFFICER, CHAIRMAN, ETC.	
OFFICE OR POSITION HELD	
ORGANIZATION	DATE OF SERVICE

SERVICE AS AN OFFICER, CHAIRMAN, ETC.	
OFFICE OR POSITION HELD	
ORGANIZATION	DATE OF SERVICE

SERVICE AS AN OFFICER, CHAIRMAN, ETC.	
OFFICE OR POSITION HELD	
ORGANIZATION	DATE OF SERVICE

INSTRUCTION OR WRITING	
TITLE & DESCRIPTION OF PROGRAM OR PUBLICATION	NUMBER OF HOURS
LOCATION	DATE

INSTRUCTION OR WRITING	
TITLE & DESCRIPTION OF PROGRAM OR PUBLICATION	NUMBER OF HOURS
LOCATION	DATE

INSTRUCTION OR WRITING	
TITLE & DESCRIPTION OF PROGRAM OR PUBLICATION	NUMBER OF HOURS
LOCATION	DATE

**Total Hours:** \_\_\_\_\_