



# CAE Exam Prep Course

## ASAE Call for CAE Facilitators

ASAE introduced its newly refreshed CAE Exam Prep Program last year, offering candidates a more structured, interactive, and outcomes-focused learning experience. The program is delivered through two distinct cohort formats—an intensive three-month option and an extended eleven-month option—designed to meet the diverse study needs and pacing preferences of CAE candidates.

As we continue to grow the program, we're inviting experienced **Certified Association Executives (CAEs)** to sign up as **facilitators**.

If you're passionate about supporting the next generation of association leaders, this flexible, ad hoc role allows you to sign up for as many sessions as you'd like.

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## What Makes ASAE's Program Unique

Unlike traditional CAE prep models where a single instructor teaches all content, ASAE's refreshed program features **a diverse roster of subject matter experts**, each leading sessions aligned to their professional strengths.

This multi-expert approach ensures:

- **A breadth of viewpoints**, experience, and real-world applications
- Exposure to **multiple leadership and operational styles**
- Richer discussion and more dynamic engagement for candidates
- Sessions informed by **specialized, lived expertise**, not a one-voice approach

Facilitators play a key role in connecting these expert-led concepts to the candidate's experience.

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## Opportunity 1: Teach a CAE Content Class

These sessions are led by subject matter experts who teach one of the core CAE content areas/topic modules.

### What Facilitators Receive

To make participation easy and meaningful, all facilitators are provided with:

- A **Facilitator Guide** for each session
- **All materials** that the expert-led session is based on
- Ready-to-use **slide decks**
- Full support from ASAE's Learning team

No prep-from-scratch—just your insight, experience, and support for the learning community.

### What Facilitators Do

- Lead content session (or multiple sessions—your choice!)
- Foster productive, engaging conversation among candidates
- Encourage application of CAE competencies and exam readiness
- Maintain a supportive, motivating learning environment

This is an **ad hoc, flexible role**, ideal for CAEs who want to give back without a significant ongoing time commitment.

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## Opportunity 2: Facilitate a Study Hall Session

Study Hall sessions are informal, lightly structured gatherings where candidates can ask questions and clarify content related to the topic of that week's course.

### What You'll Receive

- **Facilitator Guide**
- **All supporting materials** used in the study session (practice scenarios, questions)
- **Ready-to-use slide decks** (optional to use; these sessions are more conversational)
- Full support from ASAE's Learning team

### Your Role

- Facilitate open Q&A
- Help candidates review and apply content
- Provide guidance, examples, and clarification
- Maintain a supportive, low-pressure learning environment

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ASAE is prepared to provide an honorarium to facilitators who elect to receive one. All facilitators will be required to execute an agreement with ASAE to ensure the protection of the intellectual property associated with the CAE Exam Preparation Program.

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### Interested?

We'd be thrilled to have you join our facilitator community!

Sign up here: [ASAE Call for CAE Exam Prep Facilitators.xlsx](#)

- Once out have signed up ASAE will reach out with a volunteer/facilitator agreement and a calendar invitation to save the date.

Reach out to [Elizabeth Frank](#) with questions.