

ASAE CAE Exam Prep Program

Peer-to-Peer CAE Guidance Volunteer Program Framework

1. Purpose

To create a supportive, informal network where CAE candidates can connect with certified peers for guidance on:

- Understanding the CAE domains
 - Applying knowledge to real-world association management
 - Navigating the CAE exam process
 - Career development in the association space
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2. Guiding Principles

- **Voluntary & Informal:** Not a formal mentoring program—no long-term commitments.
 - **Peer-Led:** Driven by the generosity and experience of CAEs.
 - **Flexible:** Interactions can be one-time or ongoing, based on mutual interest.
 - **Respectful & Confidential:** All conversations are professional and confidential.
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3. Structure

A. Volunteer CAE Directory

- A searchable or categorized list of CAEs willing to offer guidance.
- Each profile includes:
 - Name, title, organization (optional)
 - CAE domains of expertise
 - Preferred contact method (email, LinkedIn, etc.)
 - Availability (e.g., open to 1–2 chats/month)

B. Request Process

- Learners browse the directory and reach out directly.

C. Interaction Guidelines

- Suggested topics: domain-specific questions, study strategies, job-related applications.
 - Suggested formats: 30-minute virtual coffee chats, email Q&A, LinkedIn messages.
 - Provide a conversation guide for both learners and volunteers to help structure the interaction.
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4. Support Materials

- **For Learners:**
 - How to reach out professionally
 - Sample questions to ask
 - Tips for making the most of the conversation
- **For Volunteers:**
 - How to set boundaries and manage expectations
 - Conversation starters
 - Optional feedback form

Volunteer support materials will be sent out to those who sign up.

If you are interested in being a peer-to-peer guidance volunteer complete this form:

<https://forms.office.com/r/3Vebm92MQ7>

We will add you to the volunteer directory (updating it yearly) and the exam candidates will reach out independently.