



ASSOCIATION COMMUNITY EMPLOYMENT FORM

To be submitted with the CAE Exam Application if using association community employment instead of employment at a qualifying organization.

In lieu of employment at a qualifying organization, an applicant may have ten years paid service as an employee, independent contractor, or consultant with demonstrated professional involvement within the association community by providing services as defined by the CAE exam content outline or five years of such service if substantially all of their work is devoted solely to qualifying organizations.

All applicants must report qualifying employment within the past five years. Volunteer and unpaid service is not eligible for the employment requirement. Additional professional experience is necessary if you have not earned a bachelor's degree from a qualifying institution.

Most Recent Qualifying Employment Position: (Must be within past five years.)

Position: _____ From ____/____/____ To ____/____/____

Organization: _____

Approximate percentage of work devoted to providing services to associations: _____

Check areas of CAE exam content outline covered in job duties:

- Strategic Management
- Governance and Structure
- Membership Development
- Programs, Products & Services
- Leadership
- Administration
- Knowledge Management & Research
- Public Policy, Government Relations & Coalition Building
- Marketing, Public Relations & Communications

Description of services provided: _____

Please list up to three association/nonprofit organization clients: _____

Previous Qualifying Experience

Previous Position: _____ From ____/____/____ To ____/____/____

Organization: _____

Approximate percentage of work devoted to providing services to associations: _____

Check areas of CAE exam content outline covered in job duties:

- Strategic Management
- Governance and Structure
- Membership Development
- Programs, Products & Services
- Leadership
- Administration
- Knowledge Management & Research
- Public Policy, Government Relations & Coalition Building
- Marketing, Public Relations & Communications

Description of services provided: _____

Please list up to three association/nonprofit organization clients: _____

Previous Position: _____ From ____/____/____ To ____/____/____

Organization: _____

Approximate percentage of work devoted to providing services to associations: _____

Check areas of CAE exam content outline covered in job duties:

Strategic Management Governance and Structure Membership Development Programs, Products & Services

Leadership Administration Knowledge Management & Research Public Policy, Government Relations & Coalition Building

Marketing, Public Relations & Communications

Description of services provided: _____

Please list up to three association/nonprofit organization clients: _____

Previous Position: _____ From ____/____/____ To ____/____/____

Organization: _____

Approximate percentage of work devoted to providing services to associations: _____

Check areas of CAE exam content outline covered in job duties:

Strategic Management Governance and Structure Membership Development Programs, Products & Services

Leadership Administration Knowledge Management & Research Public Policy, Government Relations & Coalition Building

Marketing, Public Relations & Communications

Description of services provided: _____

Please list up to three association/nonprofit organization clients: _____
