



# CAE Approved Provider Program

## Guidelines and Application

The CAE Approved Provider program was established in response to requests from CAE candidates for a clearer system to identify courses that qualify for CAE credit, as well as requests from course providers seeking a way to identify their program as eligible for CAE credit. The specific aspects of the program were designed with full consideration of National Commission for Certifying Agencies (NCCA) Standards for the Accreditation of Certification Programs, and modeled after similar programs offered by other NCCA Accredited credentialing programs.

By submitting this application, your organization pledges to provide training which meets or exceeds the CAE Program standards for CAE credit, and agrees to accurately communicate course eligibility for credit. In addition, CAE Approved Providers must maintain the necessary records to support the use of coursework toward CAE applications, and pay an annual fee to the CAE Program.

Guidelines on what qualifies for CAE credits and how to properly represent the CAE eligibility of their courses are stated below. In addition, CAE Approved Providers receive the CAE Exam Content Outline and listing of the CAE Core Resources to help ensure that the provider is aware of the content of the examination, and basis for the positions tested on the exam.

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### CAE Credit Eligibility Criteria for Approved Providers

To be eligible for CAE credit, courses must be directly related to association or nonprofit management topics as defined by the CAE Exam Content Outline.

- **Live courses** (including face-to-face, audio/videoconference, and instructor-led online delivery) earn CAE credit for actual clock time of qualifying education including partial hours, up to a maximum of 8 CAE credits per day. Example: 1½ hours of qualifying education equals 1.5 CAE credits.
- **College or university courses** taken for academic credit at a U.S. accredited academic institution earn 15 hours per earned semester credit, 14 hours per earned trimester credit and 10 hours per earned quarter credit (e.g., a three-credit semester course earns 45 CAE hours).
- **Self-Study:** A non-live program used for individual, self-paced study may be recognized for CAE credits if it meets all of the following criteria:
  1. The program must be suitably recent, as defined by the oldest reference included in the CAE Core Resources.
  2. The program must have clearly identified learning objectives linked to the CAE Exam Content Outline.
  3. It must include an interactive component such as quizzes, post-tests, or other learning assessment exercises or activities by which participants apply and demonstrate comprehension of the covered content areas.
  4. The program must meet recognized standards for effective self-study programs.

Proof of completion (i.e. a certificate of completion) must be submitted by the applicant/certificant with the exam or renewal application. Self-study credits may only account for one-half of any applicant's education

hours. To offer CAE credits for a self-study program, the program description must be submitted for review by ASAE credentialing staff with a \$195 fee per course.

Approval or denial of CAE credit for self-study programs are the sole discretion of the CAE Program, and may not be appealed.

The following are not eligible to earn CAE credit:

- General software/training courses.
- Expo hall hours
- Industry-specific programs (not general association management; courses specific to the industry/profession an association represents)
- Networking receptions
- Breaks between educational sessions
- Product-specific promotional courses or training
- Staff-to-staff education

*Determination of CAE credit eligibility does not imply endorsement, accreditation, or assessment of education quality.*

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The CAE Program has established specific standards for whether a course is eligible for CAE credit. While not all programs offered by your organization may meet these standards, you agree to clearly advertise which courses meet the standards for CAE credit and which do not.

Becoming a CAE Approved Provider reflects your organization's commitment to providing education that helps individuals earn or maintain the Certified Association Executive Credential. As an approved provider, you will know the appropriate standards to ensure that your course offerings will be accepted for CAE credit, and you will receive appropriate boilerplate text, web sticker, and support to ensure that your participants can easily and properly receive CAE credit for participation. Your organization will be included in a list of CAE Approved Providers, and will receive a link to your CAE applicable course page from the CAE Program website. CAEs and CAE candidates will be encouraged to look for CAE Approved Providers when selecting courses.

There is a \$395 Annual Fee to be a CAE approved provider. In addition, CAE Approved Providers may request review and credit approval of self-study product lines. There is an additional \$195 review fee for each self-study course. Applications to become a CAE Approved Provider will be accepted and reviewed twice a year, in January and July. Contact CAE department staff at 202-626-2759 for further clarification.



## CAE Approved Provider Application (11/2012)

Please fill out the following application and return it to the CAE Department

**Mail:** 1575 I Street NW  
 Washington, DC 20005
     
 **Email:** [caedep@asaecenter.org](mailto:caedep@asaecenter.org)
     
 **Fax:** 202.220.6441

Approved Provider: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Website that ASAE should link to: \_\_\_\_\_

In submitting this approved provider application, I and my organization fully understand that it is an application only and does not guarantee Approved Provider status. I and my organization understand and, by my signature, attest that I and my organization understand the criteria for CAE credit, and if approved as a CAE Approved Provider, will mark only the programs we offer that meet the criteria as eligible for CAE credit. I and my organization further understand that any false statement or misrepresentation of CAE eligibility by us may result in the revocation of this application or approved provider status.

I and my organization understand that ASAE reserves the right to revise or update this application and credit eligibility requirements. ASAE will inform me/my organization of any changes to credit eligibility criteria, and that it is my/my organization's responsibility to update our CAE Approved Provider related web pages and information accordingly. I further understand that it is my responsibility to provide ASAE with any requested documentation in connection with this application.

I and my organization understand and agree that if my organization is accepted as a CAE Approved Provider, we authorize ASAE to include the organization in a list of Approved Providers and agree to use the CAE Approved Provider status and web sticker, and related ASAE and CAE trade names, trademarks, and logos only as permitted by CAE policies.

Authorized Organization Contact Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Self Study programs available?    Yes                      No

**Payment Information:** (\$395 annual fee)    Amex            Visa            MC            Discover            Check Enclosed

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Name on Credit Card

\_\_\_\_\_  
Amount Enclosed

\_\_\_\_\_  
**OPTIONAL – Self Study Courses for ASAE review for CAE credits** (please add additional \$195 per course to payment)

Name of Course: \_\_\_\_\_

Description \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date(s) offered: \_\_\_\_\_

Potential number of CAE credits: \_\_\_\_\_

Name of Course: \_\_\_\_\_

Description \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date(s) offered: \_\_\_\_\_

Potential number of CAE credits: \_\_\_\_\_

Name of Course: \_\_\_\_\_

Description \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date(s) offered: \_\_\_\_\_

Potential number of CAE credits: \_\_\_\_\_

Name of Course: \_\_\_\_\_

Description \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date(s) offered: \_\_\_\_\_

Potential number of CAE credits: \_\_\_\_\_