



CAE MENTORING/COACHING FORM

Candidates or certificants receiving mentoring or coaching specifically focused on the field of association management and representative of the exam content outline for a minimum of 10 clock hours can qualify for up to a maximum of 10 CAE credits of the required education for the exam or renewal application. Two credits of received mentoring or coaching equals one CAE credit, up to a maximum of 10 CAE credits. The individual providing mentoring or coaching must be a CAE or CAE (Ret.).

- 0-9 hours being mentored = 0 CAE credits
- 10 hours being mentored = 5 CAE credits
- 12 hours being mentored = 6 CAE credits
- 14 hours being mentored = 7 CAE credits
- 16 hours being mentored = 8 CAE credits
- 18 hours being mentored = 9 CAE credits
- 20 hours being mentored = 10 CAE credits

Certificants providing mentoring or coaching specifically focused on the field of association management and representative of the exam content online can earn up to 10 CAE credits towards renewal under the professional development category.

- 0-9 hours mentoring = 0 CAE credits
- 10 hours mentoring = 5 CAE credits
- 12 hours mentoring = 6 CAE credits
- 14 hours mentoring = 7 CAE credits
- 16 hours mentoring = 8 CAE credits
- 18 hours mentoring = 9 CAE credits
- 20 hours mentoring = 10 CAE credits

To encourage broader perspectives, the mentor & mentee cannot be employed by the same organization.

Mentee (Candidate/Certificant) Contact Information:

Name: _____

Organization: _____

Address: _____

City, State, Zipcode: _____

Signature: _____

Mentor/Coach Contact Information:

Name: _____

Organization: _____

Address: _____

City, State, Zipcode: _____

Signature: _____

Please submit the Mentoring/Coaching Form along with the Exam Application or Renewal Application.



Please provide the dates, times, and credits of the mentoring received.

Date ___/___/___ From ___:___ to ___:___ # clock hours=_____ # CAE credits=_____

Association Management areas covered: _____

Date ___/___/___ From ___:___ to ___:___ # clock hours=_____ # CAE credits=_____

Association Management areas covered: _____

Date ___/___/___ From ___:___ to ___:___ # clock hours=_____ # CAE credits=_____

Association Management areas covered: _____

Date ___/___/___ From ___:___ to ___:___ # clock hours=_____ # CAE credits=_____

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Association Management areas covered: _____

Date ___/___/___ From ___:___ to ___:___ # clock hours=_____ # CAE credits=_____

Association Management areas covered: _____

Date ___/___/___ From ___:___ to ___:___ # clock hours=_____ # CAE credits=_____

Association Management areas covered: _____

Total Number of CAE credits submitted: _____

Please submit the Mentoring/Coaching Form along with the Exam Application or Renewal Application.