Apply to Become a CAE Registered Provider

Please follow the instructions below if your organization has not yet been approved as a CAE Provider. If you have any questions, you can reach the CAE department at 202-626-2759 or via email at caedept@asaecenter.org.

1. Visit the CAE Registered Provider Program page at https://www.asaecenter.org/programs/cae-certification/cae-registered-provider-program and select "Apply to become a Registered Provider."

2. Click on "LOG IN" and enter your existing ASAE login credentials.
Select "Forgot Password" to reset your ASAE account if you have forgotten your credentials. Follow the provided instructions.

Select "Create Account" to establish an ASAE account. After creation, log in using your newly created credentials.
Navigate to the “Applications” section and click on “My Applications” to start your CAE Registered Provider application.

Select “Apply now” to begin the application process.
Click the "Apply" to become a CAE Registered Provider if your organization has not been previously approved as a CAE Provider.

Review the information page regarding the CAE Registered Provider Program.
Click here to enter the Registered Provider's contact information.

Fill in all the required fields related to the Registered Provider.
10 Click here when all information is entered.

- **Point of contact email address**: wchoi@asaecenter.org
- **Point of contact phone number**: 202-626-2800
- **Link to professional development activity**: www.asaecenter.org

11 Select the appropriate option for your organization’s provider status.

- **Application Fee(s)**
  - There is an annual application fee of $295 for local and regional Societies of Association Executives (SAC) members and $695 for non-SAC organizations. Please check the appropriate box for your organization.
  - I am a local or regional SAC Organization
  - I am a non-SAC Organization
For non-SAE organizations, please select the appropriate box for the number of courses and/or conferences that have been finalized, at this time, and which your organization would like to be considered for CAE credit.

Enter the payment details for the application, as well as any associated program and conference fees.
14 You will receive a confirmation once the payment is successfully processed.

15 After making all required payments, click “Submit” to finalize your application.
A confirmation popup will appear once the application is successfully submitted, and you will also receive a confirmation email.

To view your submitted application, go to “Applications” then “My applications.”
18 The application status will show as “Under review” until it is reviewed by CAE staff.

19 Click the three dots to the left of the application title and then click "View/Print" to view or print a copy of the submitted application.