Renew CAE Registered Provider Status

Please follow the instructions below if your organization has previously been approved as a CAE Approved Provider or CAE Registered Provider. If you have any questions, you can reach the CAE department at 202-626-2759 or via email at caedep@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.

CAE Registered Provider Program

The CAE Registered Provider program was established in response to requests from CAE candidates for a clearer system to identify courses that qualify for CAE credit and from 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 that meets or exceeds the CAE Program standards for CAE credit and agrees to accurately communicate course eligibility for credit. In addition, CAE Registered Providers must maintain the necessary records to support the use of coursework toward CAE applications and pay an annual fee to the CAE Program.

Learn More About the Program

LOG IN
3. 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.
Click "Applications" and then "My applications" to begin the process of submitting the CAE Registered Provider application.

Select “Apply now” to begin the application process.
6 Click the "Apply" to Renew my CAE Registered Provider Status if your organization has been previously approved as a CAE Provider.

7 Fill in all the required fields related to the Registered Provider.
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

Select the appropriate option for your organization's provider status.

Renewal Application Fee(s)

There is an annual application fee of $295 for local and regional Societies of Association Executives (SAE) members and $695 for non-SAE organizations. Please check it organization.

☐ I am a local or regional SAE Organization

☐ I am a non-SAE Organization

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For non-SAE organizations, specify the number of courses and/or conferences you are submitting, at this time, for CAE credit. You may submit additional courses in the future when they are finalized.

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

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.”
16 The application status will show as “Under review” until it is reviewed by CAE staff.

17 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.