

# Submit Professional Development for Review



Only current CAE Registered Providers may submit professional development for review.

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.

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 credit and pay an annual fee to the CAE Program.



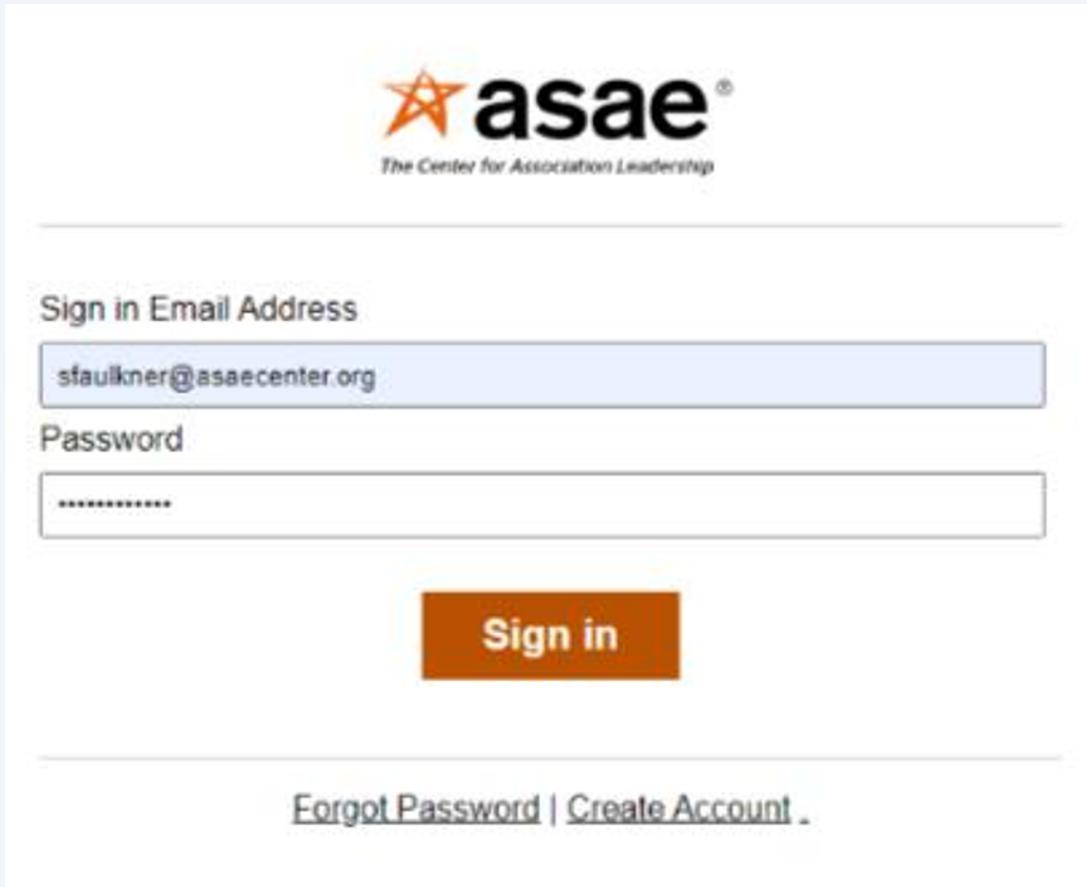
[Learn More About the Program](#)

LOG IN

3

Select "Forgot Password" to reset your ASAE account if you have forgotten your credentials. Follow the provided instructions.

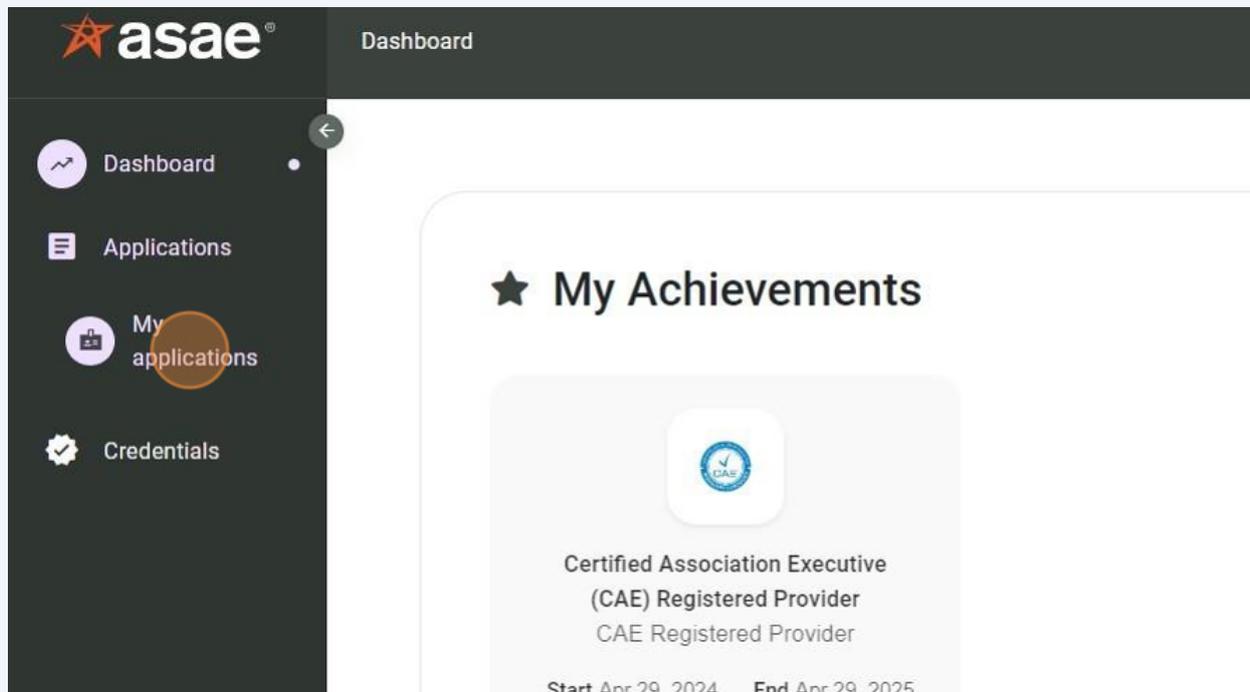
Select "Create Account" to establish an ASAE account. After creation, log in using your newly created credentials.



The image shows a login page for ASAE. At the top center is the ASAE logo, which consists of an orange star icon followed by the text "asae" in a bold, black, sans-serif font. Below the logo is the tagline "The Center for Association Leadership" in a smaller, italicized font. A horizontal line separates the logo from the login fields. Below the line, the text "Sign in Email Address" is displayed. Underneath is a text input field containing the email address "sfaulkner@asaecenter.org". Below that, the text "Password" is displayed, followed by a password input field with a masked password of "\*\*\*\*\*". A large, orange, rectangular button with the text "Sign in" in white is centered below the password field. At the bottom of the page, a horizontal line is followed by the text "Forgot Password | Create Account" in a blue, underlined font.

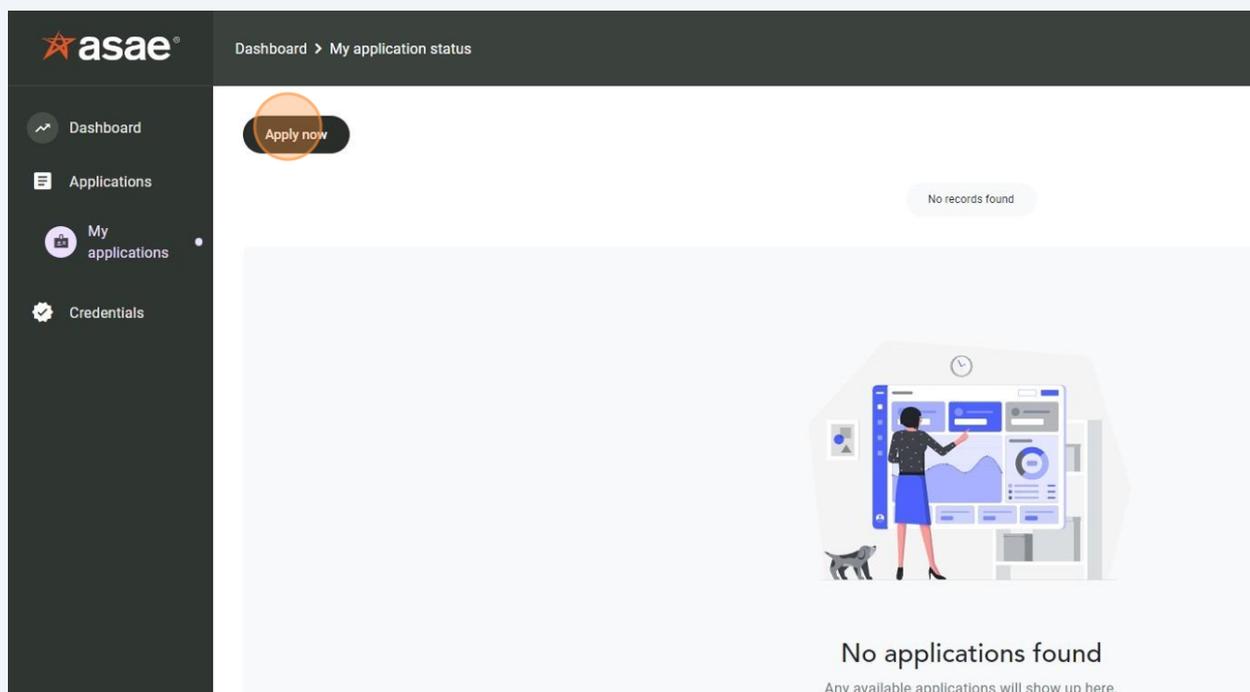
4

Navigate to the “Applications” section and click on “My Applications” to begin the process of submitting professional development for review. Please note that only current CAE Registered Providers are authorized to submit professional development for review.



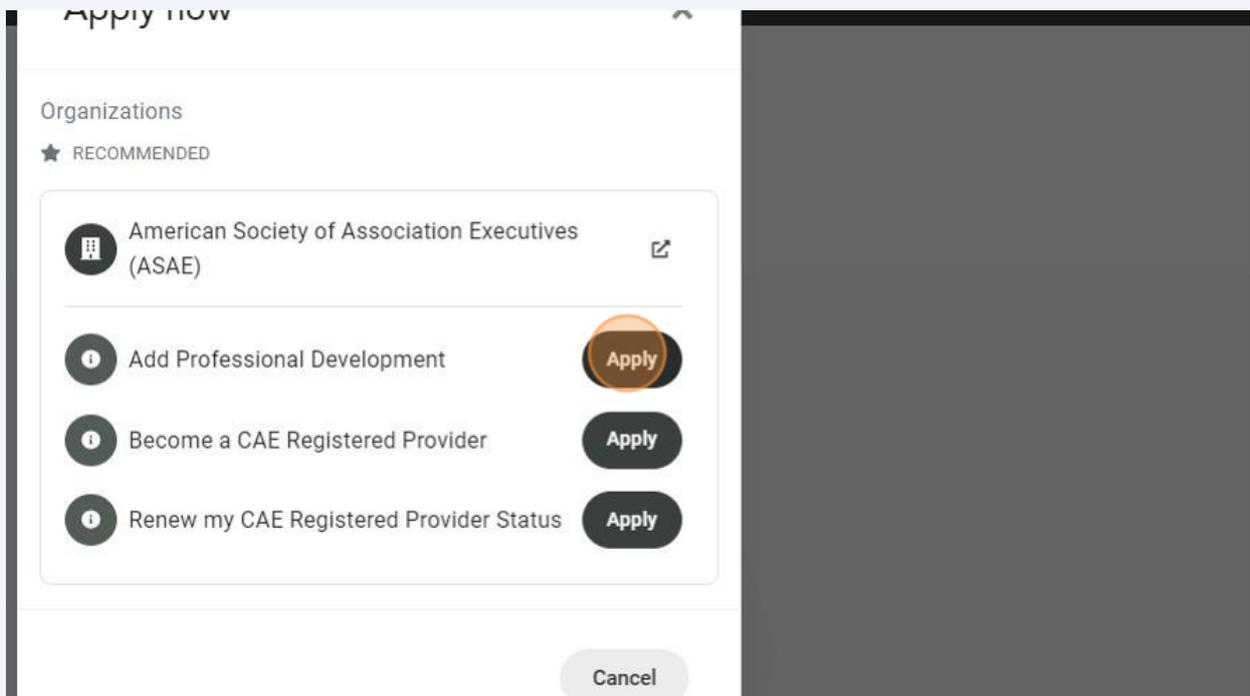
5

Select “Apply now” to begin the application process.



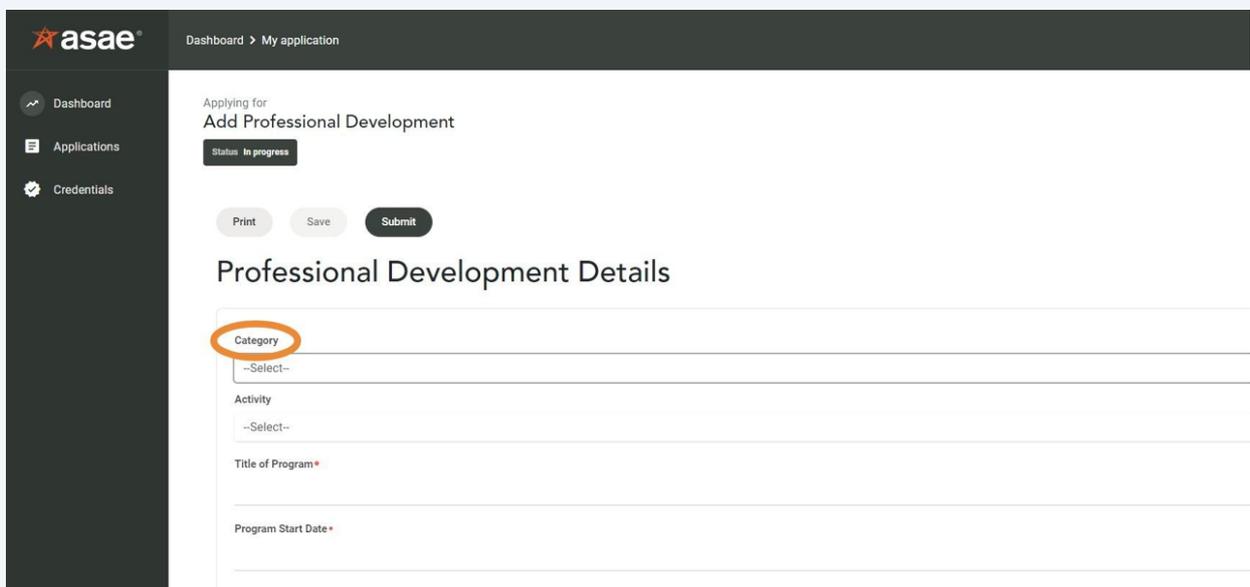
6

Click "Apply" to submit professional development for review. Each program or conference must be submitted separately.



7

Select the category: Live (In person or Virtual) or Asynchronous (Self-paced)



8

Select the type of activity: (Conference) or (Webinar, workshop, seminar, or class.)

Dashboard > My application

Applying for  
Add Professional Development

Status In progress

Print Save Submit

### Professional Development Details

Category  
Live (In person or Virtual)

**Activity**  
--Select--

Title of Program \*

Program Start Date \*

9

Provide the "Title of the Program" along with the "Program Start and End Date"

asae® Dashboard > My application

Applying for  
Add Professional Development

Status In progress

Print Save Submit

### Professional Development Details

Category  
Live (In person or Virtual)

Activity  
Webinar, workshop, seminar or class (Live)

Title of Program \*

Program Start Date \*

Program End Date \*

10

Enter the "Total Number of CAE credits Requested" and if the program is eligible for ethics CAE credit.

Live (in person or virtual)

Activity  
Webinar, workshop, seminar or class (Live)

Title of Program \*  
Test Program

Program Start Date \*  
04/29/2024

Program End Date \*  
04/29/2024

Total Number of CAE Credits Requested \*  
|

Eligible for CAE Ethics Credit? \*  
 Yes  No

Please select one or more applicable domains for the program

**⚠ At least one selection is required.**

Please select one of these fields. \*

11

Please select the appropriate domain(s) relevant to the program. The program may align with one or more domains.

Eligible for CAE Ethics Credit? \*  
 Yes  No

Please select one or more applicable domains for the program

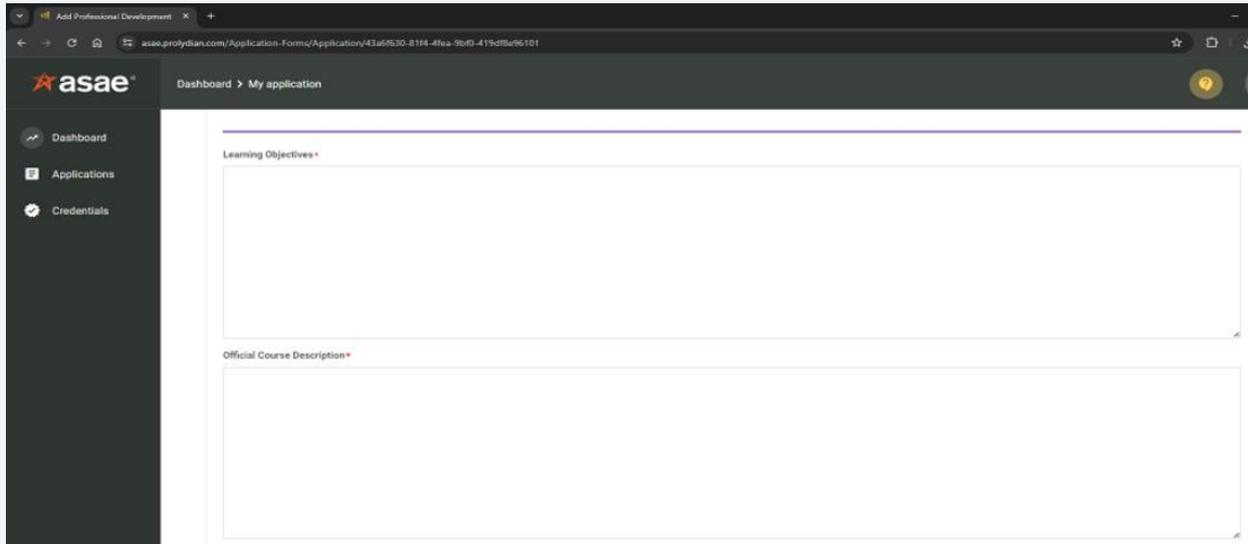
**⚠ At least one selection is required.**

Please select one of these fields. \*

- Governance
- Executive Leadership
- Organizational Strategy
- Operations
- Business Development
- Member and Stakeholder Engagement and Management
- Advocacy
- Marketing and Communications

Learning Objectives \*

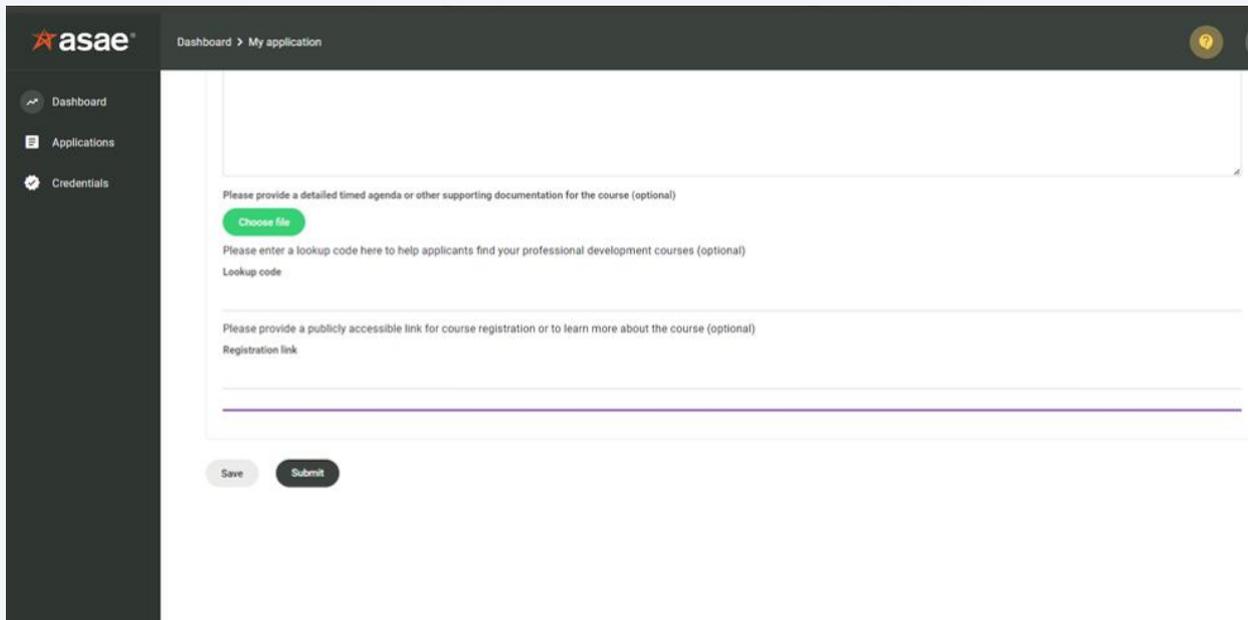
## 12 Enter the "Learning objectives" and "Official course description."



The screenshot shows the ASAE application form interface. The browser address bar displays the URL: asae.prolydian.com/Application-Forms/Application/43a6630-8194-48ea-9b0d-419d0f696101. The page title is "Dashboard > My application". The left sidebar contains navigation options: Dashboard, Applications, and Credentials. The main content area has two large text input fields. The first field is labeled "Learning Objectives" and the second is labeled "Official Course Description".

## 13 You have the option to upload additional items to facilitate a thorough review of the program. While these steps are not required, they can be helpful:

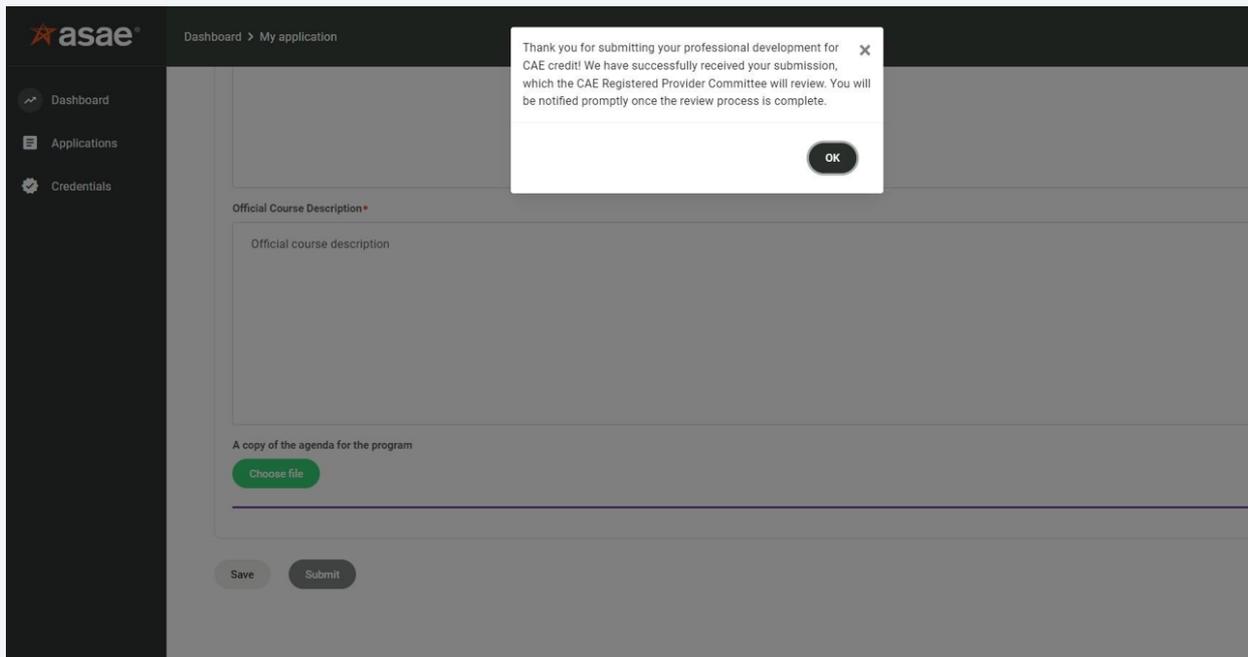
- An agenda, weblink, or other relevant supporting documents.
- A lookup code associated with the you program.
- A publicly accessible link to the course.



The screenshot shows the ASAE application form interface with additional optional fields. The browser address bar displays the URL: asae.prolydian.com/Application-Forms/Application/43a6630-8194-48ea-9b0d-419d0f696101. The page title is "Dashboard > My application". The left sidebar contains navigation options: Dashboard, Applications, and Credentials. The main content area has a large text input field at the top. Below it, there are three optional fields: "Please provide a detailed timed agenda or other supporting documentation for the course (optional)" with a "Choose file" button; "Please enter a lookup code here to help applicants find your professional development courses (optional)" with a "Lookup code" label and input field; and "Please provide a publicly accessible link for course registration or to learn more about the course (optional)" with a "Registration link" label and input field. At the bottom, there are "Save" and "Submit" buttons.

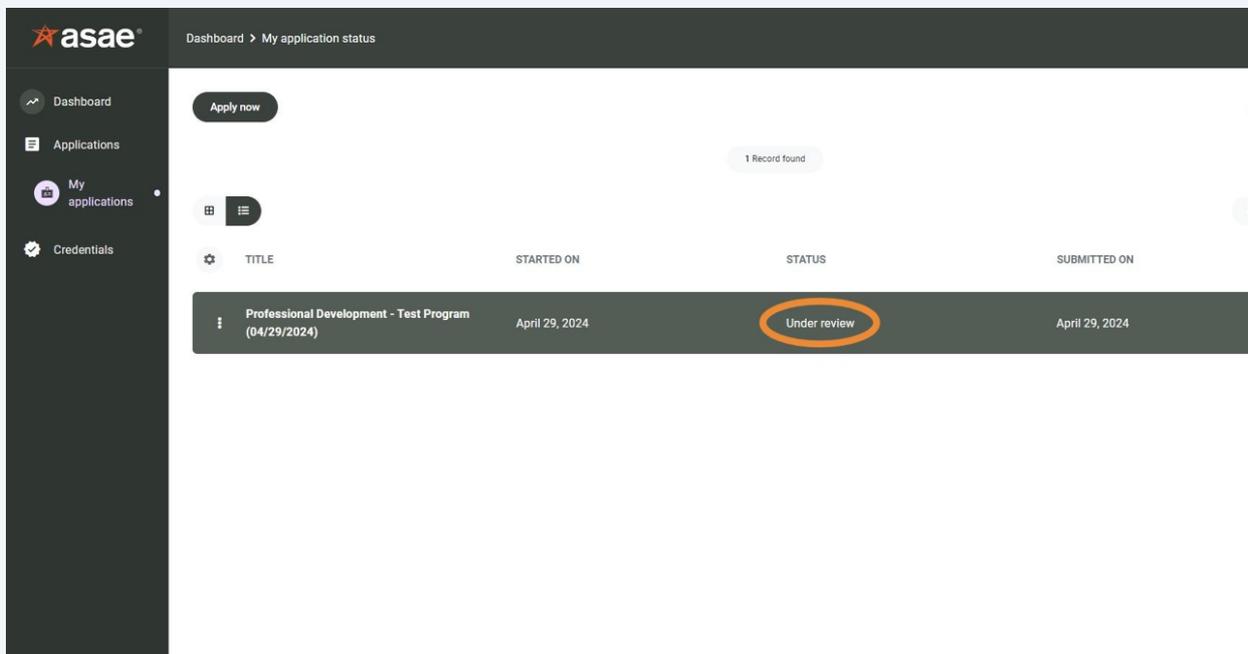
14

A confirmation popup will appear once the professional development application is successfully submitted, and you will also receive a confirmation email.



15

To view your submitted application, go to "Applications" then "My applications." The application status will show as "Under review" until it is reviewed by the CAE Registered Provider Committee.



16

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.

