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 objects 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 and pay an annual fee to the CAE Program.

Learn More About the Program

LOG IN
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 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.

Select “Apply now” to begin the application process.
Click "Apply" to submit professional development for review. Each program or conference must be submitted separately.

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.)

9. Provide the "Title of the Program" along with the "Program Start and End Date"
Enter the "Total Number of CAE credits Requested" and if the program is eligible for ethics CAE credit.

Please select the appropriate domain(s) relevant to the program. The program may align with one or more domains.
12 Enter the "Learning objectives" and "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 program.
   - A publicly accessible link to the course.
A confirmation popup will appear once the professional development application is successfully submitted, and you will also receive a confirmation email.

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.
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.