



2016 CAE Inactive Status Application

Fee \$350

What is CAE Inactive Status?

CAE Inactive Status provides CAEs a three year period in which to meet their recertification requirements. Inactive Status is available to CAEs who do not meet their recertification eligibility requirements but do not wish to lose their certification status. During the time of Inactive Status, the CAE credential MAY NOT BE USED.

Deadline and Late Fee

The deadline to apply for CAE Inactive Status is December 31st.

Inactive Status and Application

To apply for CAE Inactive Status, complete the information requested below, remove this page and submit it along with the appropriate fee to: ASAE Credentialing, 1575 I St. NW, Washington, DC 20005; fax it to 202-220-6441; or e-mail to caedep@asaecenter.org.

Please print legibly:

Name: _____ ASAE ID (optional): _____

Company: _____

Preferred Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Preferred Email: _____ Preferred Phone: _____

Payment Method: ☐ Check (payable to ASAE) ☐ Amex ☐ Visa ☐ MC ☐ Discover

Name on Credit Card: _____

Credit Card Number : _____ Expiration: _____

Signature: _____

CAE Reactivation

You can reactivate your CAE at any time during your three year inactive period as long as you meet the recertification requirements. You may recertify by contact hours, points or examination. To reactivate your CAE after choosing the Inactive Status, you must meet all the recertification eligibility requirements in effect at that time. Contact hours must be accrued within the three years preceding the renewal application submission date.

You may meet the eligibility requirements at any time within your inactive period. Your CAE credential will be reactivated upon approval of a completed recertification application form and recertification fee.