



# MY PATH TO EARN THE CAE<sup>®</sup>

## A PERSONAL WORKSHEET

### MY MOTIVATION

Your path to earn the CAE will be unique. You will need to make choices on how to prepare based on your individual motivation, professional and educational background, personal learning preferences, and available resources. This worksheet is designed to help you reflect on your current strengths and plan your path to earning the CAE credential.

I want to earn the CAE because:

I would like to hold the CAE credential by: \_\_\_\_\_

### MY BACKGROUND

My professional background has given me experience in the following Exam Content areas:

#### Domain 1: Governance

- Governance Structure*
- Chapters and Affiliate Relations*
- Volunteer Leadership Development*

#### Domain 2: Executive Leadership

- Decision Making*
- Ethical Leadership*
- Diversity, Inclusion, and Equity*
- Adaptive Leadership*

#### Domain 3: Organizational Strategy

- General Management*
- Critical Analysis and Planning*
- Knowledge Management*

#### Domain 4: Operations

- Financial Management*
- Human Resources*
- Legal Oversight and Risk Mitigation*
- Infrastructure and Technology*
- Vendor Relations*

#### Domain 5: Business Development

- Program, Products, Services, and Non-dues Revenue*
- Meetings and Events*
- Certification, Licensure, and Accreditation*
- Industry Standards*
- Strategic Partnerships*

#### Domain 6: Member and Stakeholder Engagement and Management

- Recruitment and Retention*
- Stakeholder Identification and Cultivation*
- Volunteer Management*
- Ethics*

#### Domain 7: Advocacy

- Government Relations*
- Coalition Building*
- Public Policy*

#### Domain 8: Marketing and Communications

- Marketing*
- Brand Management*
- Communication*
- Public Relations*

My professional background has given me experience with the following types of nonprofits:

a. **Nonprofit organization types:**

- Trade association    Individual membership organization    Philanthropic organization    Professional society  
 Tribal organization    Other

b. **Membership types:**

- Companies/institutions only    Individuals/professionals only    Combination- both individuals/professionals  
and companies/institutions    Donors

c. **Membership scope:**

- Local    State    National    International

d. **Membership size:**

- A limited number of members    Several hundred members    Thousands of members

e. **Staff size:**

- Less than 10 employees    10 – 49 employees    50 or more employees

**Areas of the exam content that I have formally studied include:**

- |  |   |
|--|---|
| <input type="checkbox"/> Domain 1: Governance              | <input type="checkbox"/> Domain 6: Member and Stakeholder Engagement and Management |
| <input type="checkbox"/> Domain 2: Executive Leadership    | <input type="checkbox"/> Domain 7: Advocacy   |
| <input type="checkbox"/> Domain 3: Organizational Strategy | <input type="checkbox"/> Domain 8: Marketing and Communications                     |
| <input type="checkbox"/> Domain 4: Operations              |   |
| <input type="checkbox"/> Domain 5: Business Development    |   |

**PERSONAL LEARNING PREFERENCES**

My preferred methods of learning are:

In general, I would characterize my ability and comfort with test taking as:

**RESOURCES I PLAN TO USE TO ASSIST ME IN MY PREPARATION**

I plan to ask the following people for help as I prepare for the CAE:

I plan to use the following resources to prepare myself to earn the CAE: