

MY PATH TO EARN THE CAE[®]

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: Strategic Management

- General Management*
- Identity and Branding*
- Financial Management*
- Globalization*
- Strategic Planning and Thinking*

Domain 2: Governance and Structure

- Governance*
- Volunteer Leadership Development*
- Affiliate/Chapter Relations*

Domain 3: Membership Development

- Member Engagement*
- Membership Recruitment and Retention*
- Ethics Program*
- Standard-Setting Programs*

Domain 4: Programs, Products, & Services

- Development of Programs, Products & Services*
- Fundraising, Sponsorships & Development Programs*
- Meetings and Events*
- Certification, Accreditation & Licensure*
- Affinity Programs*
- Professional Development Programs & Delivery Systems*

Domain 5: Leadership

- General Leadership*
- Ethics*
- Diversity*
- Interpersonal Skills & Group Facilitation*
- Negotiating*

Domain 6: Administration

- Human Resources*
- Technology*
- Legal and Risk Management*
- Facilities Management*
- Vendor/Supplier Management*
- Business Planning*

Domain 7: Knowledge Management & Research

- Knowledge Management*
- Research, Evaluation & Statistics*

Domain 8: Public Policy, Government Relations & Coalition Building

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

Domain 9: Marketing, Public Relations & Communications

- Marketing*
- Public Relations Programs*
- Publications, Media & Messages*

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:

- Domain 1: Strategic Management
- Domain 2: Governance And Structure
- Domain 3: Membership Development
- Domain 4: Programs, Products, And Services
- Domain 5: Leadership
- Domain 6: Administration
- Domain 7: Knowledge Management & Research
- Domain 8: Public Policy, Government Relations, & Coalition Building
- Domain 9: Marketing, Public Relations, & Communications

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: