

# registration form

## Course Options

- Full Course**
- |             |       |
|-------------|-------|
| SAE Members | \$795 |
| Nonmembers  | \$895 |
- Concentrated Course**
- |             |       |
|-------------|-------|
| SAE Members | \$595 |
| Nonmembers  | \$695 |
- CRAM Session**
- |                             |       |
|-----------------------------|-------|
| Current Course Participants | \$450 |
| Past Course Participants    | \$550 |
| New Registrants             | \$850 |

## Book Sets

- Concentrated Book Set** \$260  
*Includes Professional Practices in Association Management, 3rd Edition, a CAE resource kit, CAE Terminology and Key Concepts Flashcards.*
- Complete CAE Book Set** \$395  
*Includes all text books used in the full course, a CAE resource kit, CAE Terminology and Key Concepts Flashcards.*

## Individual Resources

- CAE Resource Kit of Supplemental Readings \$75
- How to Read Nonprofit Financial Statements \$29
- Membership Essentials, 2nd Edition \$50
- Professional Practices in Association Management, 3rd Edition \$85
- Terminology and Key Concepts Flash Cards \$100  
 Choose one:  
 Digital Edition  Hard Copy
- The Board Savvy CEO \$24
- 3D Negotiation \$32

## Candidate Information

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

E-mail \_\_\_\_\_

Member of \_\_\_\_\_ state or local society of association executives

I am not a member of a society of association executives (SAE)



## Payment Information

- Check payable to MSAE  Visa  MasterCard  Discover  AMEX

Course Total	Materials (Books/Resources)	Shipping & Handling	TOTAL
\$ _____	\$ x 6% tax = \$ _____ (MI only)	\$20.00 (MI Residents) \$25.00 (Out of state)	\$ _____

Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ Customer Code \_\_\_\_\_

Signature \_\_\_\_\_

A 10% administrative fee will be charged for any and all cancellations and refund requests. Substitutions are accepted in lieu of cancellation and will be charged the appropriate registration fee if different from original registration. Refunds for the full and concentrated courses are not granted after the reading list has been sent. Cancellations/refunds for the CRAM session must be submitted in writing to the MSAE office. No refunds will be granted within 5 business days of the beginning of the course. If your ASAE application is not accepted, course fees will be forwarded to the next course.

**IMPORTANT:**  
 MSAE's CAE Prep Course registration form and fees are separate from ASAE's application.

**Please return form to:**  
 Michigan Society of Association Executives  
 1350 Haslett Road ♦ East Lansing, MI 48823  
 [p] 517.332.6723 ♦ [f] 517.332.6724  
 www.msae.org ♦ info@msae.org



Association Management Education



curriculum offered by:



# association management education

# 2017 curriculum

"I especially appreciated that you customized the session for us. Processing the content through a variety of lenses really helped me to put all of the pieces together."

*Rhea Steele, CAE, Information Systems and Technology Manager, Council of Chief State School Officers*

"...I've gotten more out of your class than the others I've taken. I think the sharp focus, accountability, and empathy have all added up to an excellent learning experience."

*Peter Lucas, MBA, CAE Education and Training Director National Mobility Equipment Dealers Association*

"Sue and Cheryl have created an exceptional program. I have told everyone that they should skip everything else and just go straight to you guys!"

*Andrea Hopkins Holovach, CAE Senior Regions, Sections, and Student Chapters Manager, Society of Petroleum Engineers (SPE)*

## About the MSAE Preparation Course

Since 1998, MSAE's prep course has demonstrated success with an average pass rate of more than 90 percent, touting participants from over 45 states and over 5 countries. This program has helped more association executives become CAEs than any other entity through gaited computer and phone assisted online live learning; writing the original CAE Study Guide; generating reading outlines by domain; mock exams, and; CAE Terminology and Key Concepts Flash Cards. Prep course participants can call in from anywhere. Conference calls are also recorded for those who are unable to participate at the scheduled time.

## Requirements

Candidates are required to have been employed full-time for three years as a chief staff executive OR five years as an executive association manager. Candidates must also have completed 100 hours of broad-based, association management-related continuing education or professional development within the last five years. This education must be directly related to nonprofit management. It should not be industry-specific, or required for candidate's particular position within their organization. Consultants are now eligible.

## Benefits of Becoming a CAE

- **Value and recognition** particularly among board leaders, members, and those involved in hiring nonprofit professionals.
- **Creates connections** through a range of CAE-only events and increased volunteer leadership opportunities through Michigan Society of Association Executives (MSAE), other state organizations, and the American Society of Association Executives (ASAE).
- **Self-confidence.** Seventy percent of CAE test takers report enhancing knowledge, improving advancement opportunities, and evaluating their status as their motivation.

## Dedicated Faculty

Sue Radwan, CAE is the Managing Editor of ASAE Professional Practices in Association Management, Third Edition written in 2016. Radwan has considerable experience working with associations in the areas of board leadership and development, enhancing communications, strategic planning and human resource management. She will provide you with valuable guidance on certification information and tips for taking multiple-choice tests. She is joined by Cheryl Ronk, CAE, FASAE, President of MSAE. The two have worked together for over 20 years and helped create more CAES than any other facilitators/coaches. Cheryl brings the actual experience to Sue's understanding of best practices.

## Registration is Simple

Get on track to earning your CAE today! This course is the premier education experience in the profession. Register online at [www.msae.org](http://www.msae.org) or complete the form on the back page. **Questions?** Contact MSAE at (517) 332-6723.

## ASAE Application Deadlines

Exam Date	Application Deadline
May 5, 2017	February 24, 2017
December 1, 2017	September 22, 2017

*NOTE: MSAE's CAE Preparation Course registration form and fees are separate from ASAE's CAE application and fees.*



## FULL COURSE

**Ideal for...**  
Individuals new to the CAE process

**Prices**  
SAE Members \$795  
Nonmembers \$895  
\*Study materials not included

**Includes**

- Full-time instructor facilitates the process and responds to questions
- Personalized guidance through the application process
- Mentor Search
- Assistance finding cost effective options to fulfill professional development requirements

- Online and phone community
- Three Rounds of domain exams
- One day wrap-up with 200-question simulated exam
- Reading outline of course resources
- Important tips on testing psychology
- More than 30 e-lectures summarizing materials
- 600 multiple choice questions

Upcoming Exam Dates	Orientation Call	Reading List Begins	Late Registration Deadline	Simulated Exam
May 5, 2017	January 23	January 27	February 10	April 24
December 1, 2017	August 21	August 25	September 8	November 20

BEST

## CONCENTRATED

**Ideal for...**  
ASAE Immersion Program participants or those that have started the CAE process

**Prices**  
SAE Members \$595  
Nonmembers \$695

**Includes:**

- Reading outline of core course resources (Resources not included in course fees.)
- Online and phone community
- Domain specific practice exam questions

- Weekly study group calls
- One day wrap-up with 200-question simulated exam
- Important tips on taking a multiple-choice test
- Over 400 multiple choice questions

Upcoming Exam Dates	Orientation Call	Reading List Begins	Registration Deadline	Simulated Exam
May 5, 2017	February 20	February 24	March 10	April 24
December 1, 2017	September 11	September 15	September 29	November 20

BETTER

## CRAM SESSION

**Ideal for...**  
Ideal for individuals that have previously taken the course or exam

**Prices**  
Current Course Participants \$450  
Past Course Participants \$550  
New registrants \$850

**Includes:**

- Face-to-face classroom experience
- Take home workbook
- Self assessments
- Exercises to internalize domain concepts
- Test Taking Strategies

- Complete review on each domain key concepts
- Rules of thumb
- Commonly held misconceptions

**CRAM is...**  
Complete Review And Mentoring

Upcoming Exam Dates	CRAM Dates	CRAM Location	Simulated Exam
May 5, 2017	April 21-23 Tentative	TBD	April 24
December 1, 2017	November 17-19	Detroit, MI	November 20

GOOD