Certified Association Executive®

PRIOR LEARNING ASSESSMENT

YOU'VE ALREADY DONE THE WORK. NOW MAKE IT COUNT.

CSAE understands that not-for-profit leaders like you have a wealth of knowledge and expertise that didn't require time in the classroom to acquire. Which is why we don't think you need time in the classroom to prove it.

Prior Learning Assessment (PLA) for the Certified Association Executive® Program allows you to earn credit for existing experience and education.

Receive credit towards four out of the five required courses and earn your CAE® designation in less than 5 months.

CAE 100

CAE 100 introduces the foundational elements of associations; goals, leadership, management strategies, organizational structures, and strategic planning.

CAE 200

CAE 200 examines the need and rationale for the development, implementation and discontinuation of products and services, This course introduces the concepts of quality, pricing, evaluations and member satisfaction.

CAE 300

In CAE 300 students learn about Human Resource management through the lenses of Systems, Technology, Accounting and Communications as well as explore the concept of Continuous Improvement.

CAE 400

CAE 400 provides key insights into the products and services typically found in associations. Current trends and issues and best practices are also discussed.

| LEADERSHIP | MEMBERSHIP | OPERATIONS | PRODUCTS |

Certified Association Executive® PLA

Requirements

- Five or more years of senior management experience.

- Applicants must self assess level of experience as compared to each competency and provide adequate supporting documentation.

Available Courses

- Submissions are accepted for CAE 100, CAE 200, CAE 300, and/or CAE 400.

Cost

- Application is $350.00 per course.

Timelines

- Applications are accepted and assessed on a rolling basis.

- Assessment takes approximately 2-4 weeks.

Earn the Designation

All applicants must pass all CAE course(s) for which they were not granted PLAR credit, CAE 500 and the exam as well as join CSAE as a member to earn and retain the designation.

READY TO APPLY?

1. Review the competencies for each course and determine which best suits your expertise.

2. Assemble all required materials and supporting documents.

3. Visit www.cae@csae.com and register for PLA for the course(s) of your choice.

4. Log in to the application system, upload your documents and submit for assessment.

| LEADERSHIP | MEMBERSHIP | OPERATIONS | PRODUCTS |

CAE® *INFORMED LEADERSHIP*

CAE® PRIOR LEARNING ASSESSMENT

CAE 100 Association Leadership
Change, Strategy, & Structure

CAE 100 introduces students to the foundational elements of associations; goals, leadership, management strategies, organizational structures, and strategic planning. In addition, this course addresses the concepts of change, change management and engaging stakeholders in the change process.
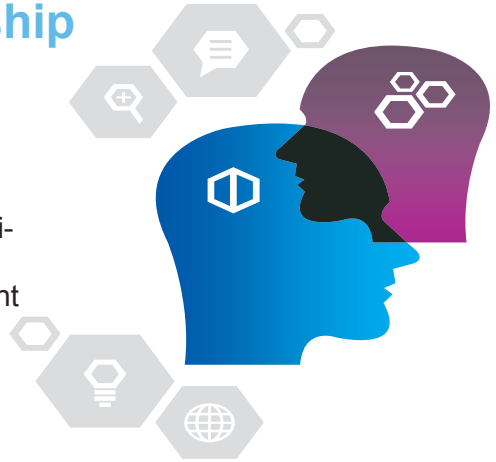
Core Competencies

- Vision
- Implementation
- Change & Flexibility
- Facilitation & Commitment
- Governance & Decision Making

- Ethics
- Policy & Bylaws
- Working Together
- Strategic Management
- Reporting & Accountability

- Staffing
- Volunteers
- Conceptual Skills
- Monitoring & Evaluation
- History, Current Status, Trends & Issues

Required Documentation

- Current resume which clearly demonstrates five or more years of senior management experience.
- Two written references which speak to your leadership and management experience.
- Your most recent job description.
- Completed evidence log.
- Supporting Documentation: Recommended documentation includes, but is not limited to; SWOT analysis, case studies, project briefs, project management time lines, communication plans, strategic plans, employee retention plans, succession planning, surveys, performance reviews, job descriptions, reports, board reports, white papers, blog articles, academic papers, transcripts and course descriptions. The same deliverable may be utilized for multiple competencies.

CAE® PRIOR LEARNING ASSESSMENT

CAE 100 Core Competencies

Vision
- Understand the importance of values and vision, and methods and processes for vision development and promotion.
- Anticipate future needs and developments for the organization.
- Define a vision with stakeholders and guide individuals and groups towards promoting, sharing, and contributing to the vision.

Working Together
- Understand team-building techniques and dynamics.
- Act as a leader or member of a multi-function team, appreciate the value of diversity and use effective communication skills.
- Build and motivate teams inside and outside the organization, and resolve conflict.

Facilitation & Commitment
- Understand practices to facilitate situations and engender commitment.
- Provide self-direction and self-motivation and demonstrate commitment to members and the organization.
- Facilitate consensus-building and commitment towards the mission and its implementation.

Conceptual Skills
- Understand decision-making tools and their applications in developing problem-solving strategies using a systems thinking approach.
- Apply strategic integrative analysis to evaluation of products, services and processes.
- Identify and analyze situations and problems so that viable solutions are found; approach tasks and problems so that the total system and strategies are taken into account by self and others.

Ethics
- Understand ethical responsibilities and dilemmas.
- Demonstrate adherence to established or desirable ethical standards.
- Set highest standards for self and others, and monitor practice.

Change & Flexibility
- Recognize the stages within the change process and the importance of flexibility and negotiations.
- Anticipate, respond and adapt approach and style to different leadership demands.
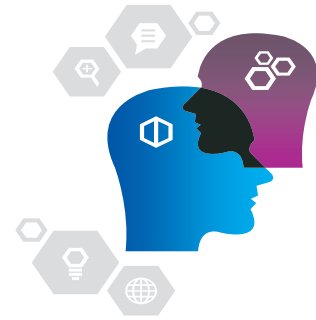- Use change management processes to benefit the organization and involve key stakeholders.

CAE® PRIOR LEARNING ASSESSMENT

CAE 100 Core Competencies

History, Current Status, Trends & Issues
- Understand the purpose, relationships, and value of not-for-profit organizations.
- Identify and analyze trends and issues facing the organization.
- Recognize the attributes of a high-performance organization.

Governance & Decision-Making
- Understand the distinction between governance and management, and applicable responsibilities for decision- making.
- Develop effective and efficient chapter or other multi-level structure relationships, and identify and provide required support.
- Evaluate current governance and decision-making efforts and establish structures, operating processes and accountability to ensure effectiveness.

Policy & Bylaws
- Understand how policy, board motions and bylaws are developed and implemented.
- Develop policy options with supporting analysis.
- Identify the need for policy; develop and recommend policy as appropriate.

Volunteers
- Understand the role of volunteers, whom and how to recruit, train and recognize.
- Develop orientation and training processes to assist volunteers in fulfilling their role.
- Establish and work with governance groups to complete and evaluate their work.

Staffing
- Understand the role of staff and desirable structures to support organizations.
- Develop practices to attract, retain, evaluate, reward and develop the necessary staff.
- Establish and maintain a staff structure to support organization governance.

Strategic Management
- Understand the importance of developing and maintaining a strategic management process.
- Establish and maintain a strategic management process.
- Understand the strategic management process to involve key stakeholders in defining the mission and plans as appropriate.
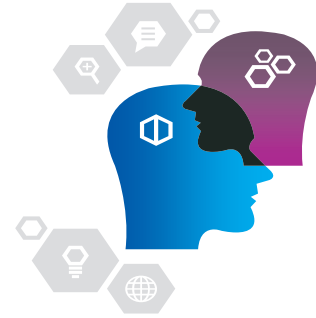
LEADERSHIP	MEMBERSHIP	OPERATIONS	PRODUCTS

INFORMED LEADERSHIP

CAE® PRIOR LEARNING ASSESSMENT

CAE 100 Core Competencies

Implementation
- Understand methods and impacts when implementing strategy.
- Use standards, performance indicators and policy to support strategy implementation.
- Develop commitment, ownership and timing to reflect resource capability.

Monitoring & Evaluation
- Understand the importance of measurement and practices to monitor and evaluate plans and related processes.
- Develop effective processes to ensure adequate monitoring and evaluation occurs.
- Use a continuous improvement approach to review and comment on plans.

Reporting & Accountability
- Understand the extent and responsibility for reporting to fulfill accountability requirements.
- Develop reporting practices to support accountability.
- Develop and monitor reports to ensure reported accountabilities are linked to the organization strategic direction and governance requirements.