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.

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CAE® INFORMED LEADERSHIP

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 toward 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.

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CAE® *INFORMED LEADERSHIP*

CAE® PRIOR LEARNING ASSESSMENT

CAE 400 Association Operations II

CAE 400 provides association managers with key insights into the products and services typically found in associations. Products and services play a key role in strategic planning and as such, association managers need to have an awareness of current trends and issues and best practices.
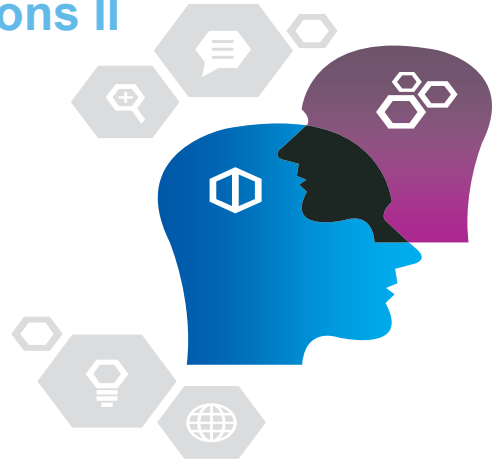
Core Competencies

- Volunteers
- Other Services
- Conceptual Skills
- Innovation & Creativity
- Member Communications
- Publications & Information

- Events
- Advocacy
- Planning
- Credentialing
- Change & Flexibility
- Monitoring & Evaluation
- History, Current Status, Trends & Issues

- Ethics
- Education
- Fundraising
- Member Relations
- Working Together
- Reporting & Accountability

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.
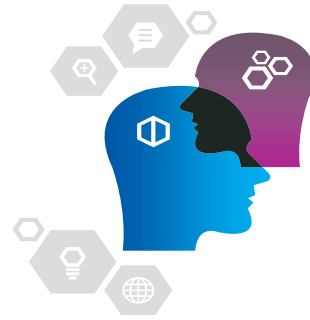
CAE® PRIOR LEARNING ASSESSMENT

CAE 400 Core Competencies

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.

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.

Innovation & Creativity
- Aware of successful practices to establish innovation and creative environments.
- Implement innovative and creative products, services and practices.
- Create an environment where innovation and creativity are encouraged in the organization and lead by example.

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.

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.

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.
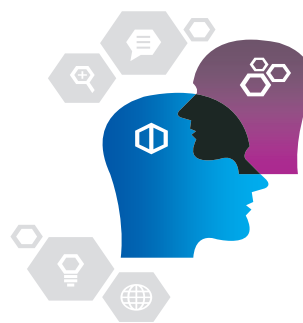
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CAE® INFORMED LEADERSHIP

CAE 400 Core Competencies

Planning
- Understand critical components of the planning process.
- Review an organization's planning situation and identify opportunities for improvement.
- Assist and guide the organization to establish a vision and mission that is shared by all key stakeholders.

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.

Member Relations
- Understand the importance and practices to maintain effective member relations.
- Personally engage in activities to improve member relations.
- Evaluate current member relations efforts and develop, implement and manage a member relations program.

Member Communications
- Understand various types of communications and processes used.
- Seek out and listen to messages from members.
- Evaluate current member communications efforts and develop, implement and manage a member communications plan.

Publications & Information
- Understand how to plan, develop, and manage publications and information.
- Promote publications and information and continuous improvements to meet member needs.
- Evaluate efforts to provide quality, relevant and timely publications and information through benchmarking. Identify opportunities for improvement.
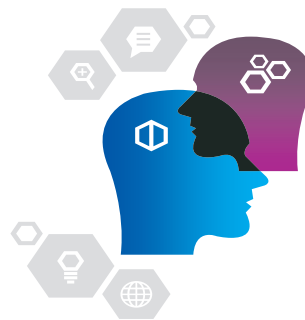
CAE 400 Core Competencies

Events
- Understand how to plan, develop, and manage a variety of events.
- Promote events and continuous improvements to meet member needs.
- Evaluate efforts to provide quality, relevant and timely events through benchmarking and identify opportunities for improvement.

Education
- Understand how to plan, develop, and manage education programs.
- Promote education programs and continuous improvements to meet member needs.
- Evaluate efforts to provide quality, relevant and timely education programs through benchmarking and identify opportunities for improvement.

Advocacy
- Understand how to plan, develop, and manage advocacy activities.
- Promote advocacy activities and continuous improvements to meet member needs.
- Evaluate efforts to provide quality, relevant and timely advocacy activities through benchmarking and identify opportunities for improvement

Fundraising
- Understand how to plan, develop, and manage fundraising activities.
- Promote fundraising activities and continuous improvements to serve member needs.
- Evaluate efforts to provide quality, relevant and timely fundraising activities through benchmarking and identify opportunities for improvement

Credentialing
- Understand how to plan, develop, and manage credentialing programs.
- Promote credentialing programs and continuous improvements to serve member needs.
- Evaluate efforts to provide quality, relevant and timely credentialing programs through benchmarking and identify opportunities for improvement

Other Services (Standards, Affinity Programs etc.)
- Understand how to plan, develop, and manage a variety of organization products and services.
- Promote products and services and continuous improvement to serve members.
- Evaluate efforts to provide quality, relevant and timely products and services through benchmarking and identify opportunities for improvement

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