

# 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.

LEADERSHIP



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.

MEMBERSHIP



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.

OPERATIONS



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.

PRODUCTS



# Certified Association Executive<sup>®</sup> 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 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](http://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

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[WWW.CSAE.COM](http://WWW.CSAE.COM)

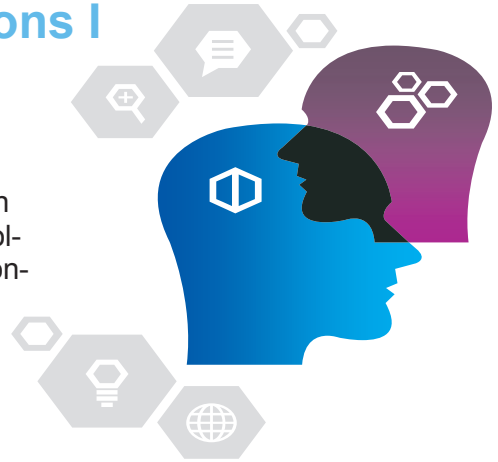


# CAE<sup>®</sup> PRIOR LEARNING ASSESSMENT



## CAE 300 Association Operations I

CAE 300 builds on learning from CAE 100 and CAE 200, by providing the association manager with key insight into operational areas of critical importance. Students learn about Human Resource management through the lenses of Systems, Technology, Accounting and Communications as well as explore the concept of Continuous Improvement.



### Core Competencies

- Staffing
- Volunteers
- Conceptual Skills
- Innovation & Creativity
- Continuous Improvement
- Member Communications
- Communications & External Relations
- Planning
- Insurance & Tax
- Legal & Statutory
- Change & Flexibility
- Understanding Members
- Monitoring & Evaluation
- Financial & Management Accounting
- Technology
- Working Together
- Human Resources
- Systems & Practices
- Facilities & Equipment
- 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.

LEADERSHIP

MEMBERSHIP

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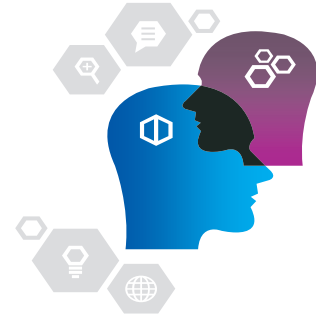
PRODUCTS



# CAE<sup>®</sup> PRIOR LEARNING ASSESSMENT



## CAE 300 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.

### Continuous Improvement (Innovation, Creativity & Management Tools)

- Understand the impact of innovation and creativity in making continuous improvement. Also understand what tools are available and when they should be used.
- Subscribe to continuous improvement and seek out innovative approaches and adapt them to the organization's unique circumstances and requirements.
- Evaluate efforts in the use of various management tools and the impact on innovation, creativity and continuous improvement. Identify how continuous improvement efforts can be enhanced.

### 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.

### 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.

### 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.

LEADERSHIP

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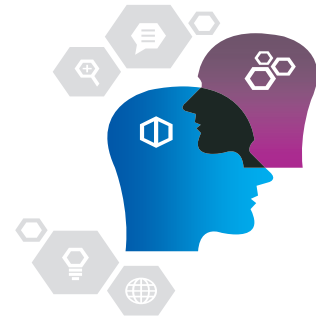
PRODUCTS



# CAE<sup>®</sup> PRIOR LEARNING ASSESSMENT



## CAE 300 Core Competencies



### 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.

### 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.

### Understanding Members

- Understand the value and methods of getting member information and the need for self-regulation.
- Use member input to influence decision-making.
- Develop and conduct a member survey to determine needs and wants and standards for self-regulation.

### 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.

### Human Resources

- Understand the strategic human resource management concept and practices necessary to create a productive environment with satisfied participants.
- Sensitive to diversity and support enhancing strategic human resource management.
- Evaluate efforts to create an organization that practices strategic human resource management and identify opportunities for improvement.

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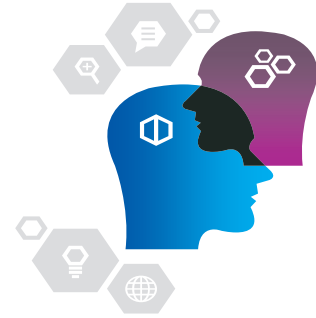
PRODUCTS



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## CAE 300 Core Competencies



### Systems & Practices

- Understand various operating systems and practices to keep track of members and service their needs.
- Strive to reduce cycle time, improve access, value and quality.
- Evaluate efforts to keep track of members and service practices to meet their needs, and through benchmarking, identify opportunities for improvement.

### Technology

- Understand issues, trends, and successful technology applications.
- Use current technology to complete work and make informed decisions.
- Evaluate use of technology and through benchmarking, identify opportunities for improvement.

### Financial & Management Accounting

- Understand the role and importance of financial and management accounting for an organization.
- Consider the impact on financial resources when making decisions.
- Evaluate financial and management accounting efforts, identify opportunities for improvement.

### Facilities & Equipment

- Understand successful practices for acquisition and application of facilities and equipment.
- Manage assigned assets efficiently and effectively.
- Evaluate practices for facilities and equipment, and through benchmarking, identify opportunities for improvement.

### Legal & Statutory

- Understand legal and statutory implications for organizations.
- Comply with requirements.
- Evaluate compliance efforts and identify opportunities for improvement.

### Insurance & Tax

- Understand insurance and tax issues for organizations.
- Comply with requirements and provide for insurance needs.
- Evaluate the tax situation and insurance plans and identify opportunities for improvement.

### Communications & External Relations

- Understand the importance of external relations and successful practices.
- Serve as an ambassador for the organization.
- Evaluate communications and external relations efforts; and through benchmarking develop a plan, implement and manage related activities.

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