



# Request for Portfolio Assessment



CANADIAN SOCIETY OF ASSOCIATION EXECUTIVES  
SOCIÉTÉ CANADIENNE DES DIRECTEURS D'ASSOCIATION

Prior Learning Assessment Recognition (PLAR)

Dr.       Mr.       Mrs.       Ms

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

## Submission Documents

- Cover Letter
- 'References' form
- 'Request for Portfolio Assessment' form
- Portfolio (should include the following):
  - Table of Contents
  - Résumé
  - Job Description / References / Request for Portfolio Assessment
  - Supporting Evidence Log
  - Additional Supporting Documentation (as needed)

### PLAR Fee : \$350+ applicable taxes / per course

- \$367.50 - GST @ 5% (#R1006866890) (AB, BC, SK, MB, QC, YT, NT, NU)
- \$392.00 - HST @ 12% (#R1006866890) (PEI)
- \$395.50 - HST @ 13% (#R1006866890) (ON, NB, NL)
- \$402.50 - HST @ 15% (#R1006866890) (NS)

**PAYMENT\* BY:**  Cheque (Payable to CSAE)    VISA    MasterCard    American Express

Name of Cardholder \_\_\_\_\_

Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\* payment must be received before the assessment will take place

*I certify that this portfolio accurately and honestly documents the relevant aspects of my association management career. I understand that the decision of the assessment panel is final, and that submission of this portfolio does not guarantee certification.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form, along with your portfolio at the address below. If you have any questions, contact the CAE Department by phone at 416.363.3555 x 240, toll free at 1.800.461.3608 x 240 or e-mail at cae@csae.com.

.....759 Department  
Canadian Society of Association Executives  
10 King Street East, Suite 1100  
Toronto, ON M5C 1C3

# References

List information for the two people who will provide letters of recommendation towards your application. Letters of recommendation should illustrate your abilities in relation to the 44 Competencies as well as provide specific examples.

Ms.       Mrs.       Mr.

Name & Title

Organization

Applicant Address

City/Province/Postal Code/Country

Phone & Email

Ms.       Mrs.       Mr.

Name & Title

Organization

Applicant Address

City/Province/Postal Code/Country

Phone & Email

Date