

How to Obtain and Maintain Your CAE

CAE candidates are required to be currently employed in a trade association, professional society, individual membership organization, philanthropic organization or association management company.

If you are the chief executive officer and have three years of experience as the CEO and hold a bachelor's degree (or equivalent) or higher or you are working at the staff level in association management and have five years of experience and a bachelor's degree or higher you are eligible for the CAE credential.

Candidates must complete 75 hours of broad-based qualifying professional development within the last five years of taking the exam.

Consultants, suppliers, vendors, and employees of for-profit ventures (other than association management companies) are not eligible for the CAE credential.

To retrain the CAE credential, a certified association executive must accumulate 40 points of continuing education or professional development or 30 points of continuing education and 10 points in other areas – such as leadership, instruction, or writing – every three years and submit a completed CAE Renewal Report form.

Attending CSAE programs or writing articles for the *Executive Memo* qualify for points.