Apply to Become a CAE Registered Provider

⚠️ Please follow the instructions below if your organization has not yet been approved as a CAE Provider. If you have any questions, you can reach the CAE department at 202-626-2759 or via email at **caedept@asaecenter.org**.

1 Visit the CAE Registered Provider Program page at **https://www.asaecenter.org/programs/cae-certification/cae-registered-provider-program** and select "Apply to become a Registered Provider.

2 Click on "LOG IN" and enter your existing ASAE login credentials.

3

Select "Forgot Password" to reset your ASAE account if you have forgotten your credentials. Follow the provided instructions.

Select "Create Account" to establish an ASAE account. After creation, log in using your newly created credentials.

4 Navigate to the "Applications" section and click on "My Applications" to start your CAE Registered Provider application.
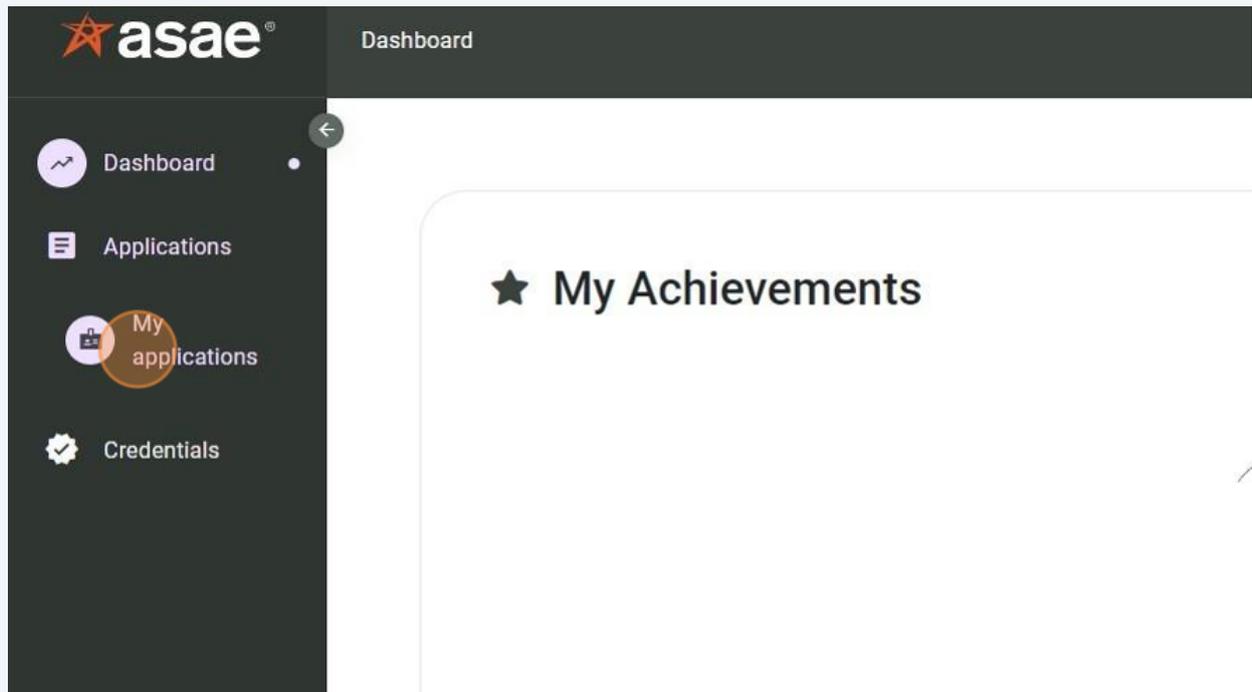
5 Select "Apply now" to begin the application process.
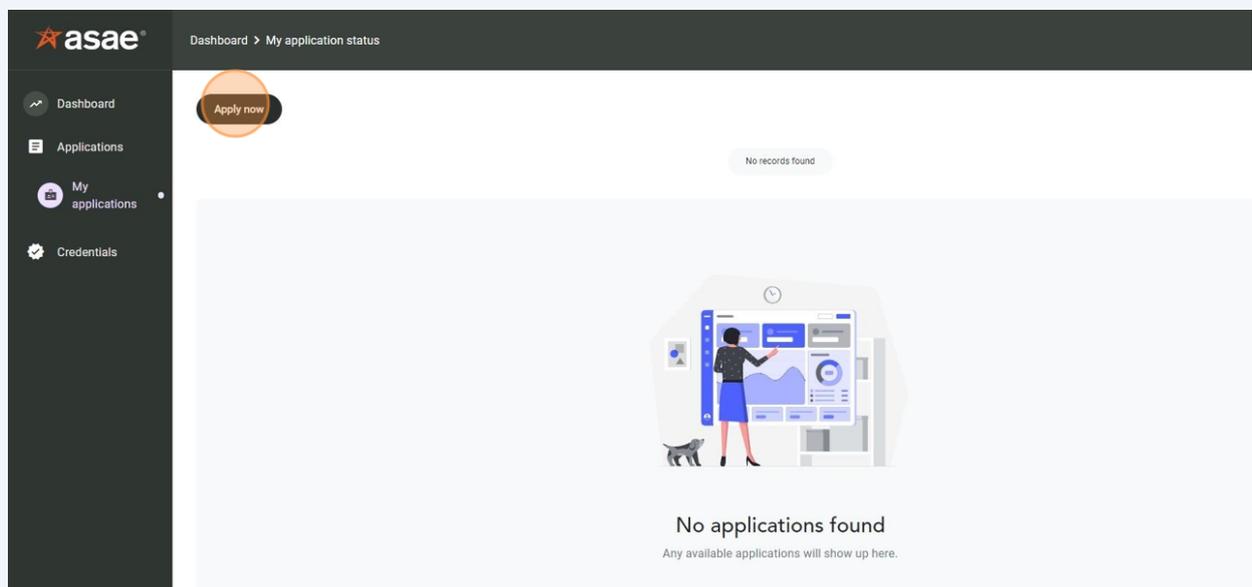
6 Click the "Apply" to become a CAE Registered Provider if your organization has not been previously approved as a CAE Provider.
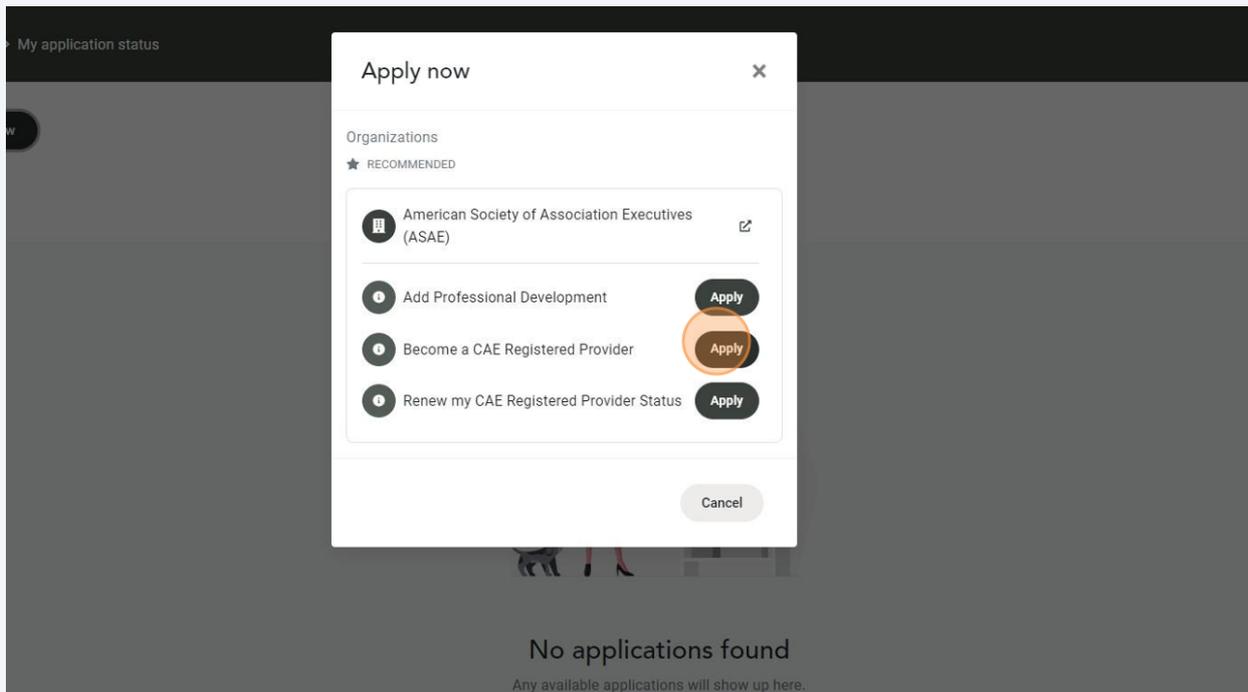
7 Review the information page regarding the CAE Registered Provider Program.
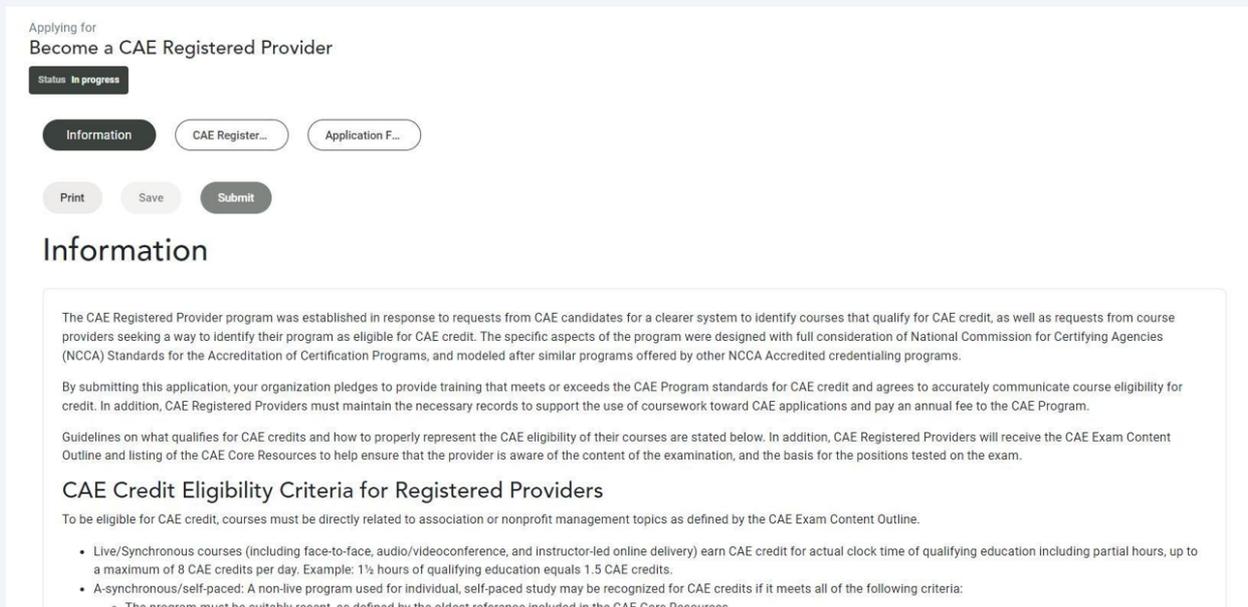
8   Click here to enter the Registered Provider's contact information.

9   Fill in all the required fields related to the Registered Provider.

10 Click here when all information is entered.

Point of contact email address*

wchoi@asaecenter.org

Point of contact phone number*

202-626-2800

Link to professional development activity

www.asaecenter.org

←   Save   →

11 Select the appropriate option for your organization's provider status.

⭐asae

Dashboard > My application

- Dashboard
- Applications
- Credentials

Information   CAE Register...   Application ...

Print   Save   Submit

Application Fee(s)

There is an annual application fee of $295 for local and regional Societies of Association Executives (SAE) members and $695 for non-SAE organizations. Please check the appropriate box for y
organization.

☐ I am a local or regional SAE Organization

☐ I am a non-SAE Organization

←   Save   Submit

12
For non-SAE organizations, please select the appropriate box for the number of courses and/or conferences that have been finalized, at this time, and which your organization would like to be considered for CAE credit.

Dashboard > My application

There is an annual application fee of $295 for local and regional Societies of Association Executives (SAE) members and $695 for non-SAE organizations. Please check the organization.

☐ I am a local or regional SAE Organization

☑ I am a non-SAE Organization

Select the number of courses or conferences you will be submitting during the year. If you are unsure of the exact number of courses your organization will offer, we recomm the courses you wish to review at this time. Additional fees will be incurred as submissions are received and reviewed that move you into a higher category.

☐ 1-5 Courses

☐ 6-10 Courses

☐ 11-20 Courses

☐ 21-50 Courses

☐ 50+ Courses

☐ 1-5 Conferences

☐ 6+ Conferences

13
Enter the payment details for the application, as well as any associated program and conference fees.

1-5 Courses Fee

Application cost: $195

Credit or debit card

VISA 4242 4242 4242 4242   01 / 29   123

Postal/Zip code

20011

🔒 Complete payment

14   You will receive a confirmation once the payment is successfully processed.

Dashboard > My application

1-5 Courses Fee

Application cost: $195

RECEIPT
$195
04/29/2024

TRANSACTION ID
pi_3PAxwQKB6YM4AUbm0GkR2LAU

INVOICE ID
pi_3PAxwQKB6YM4AUbm0GkR2LAU

←   Save   Submit
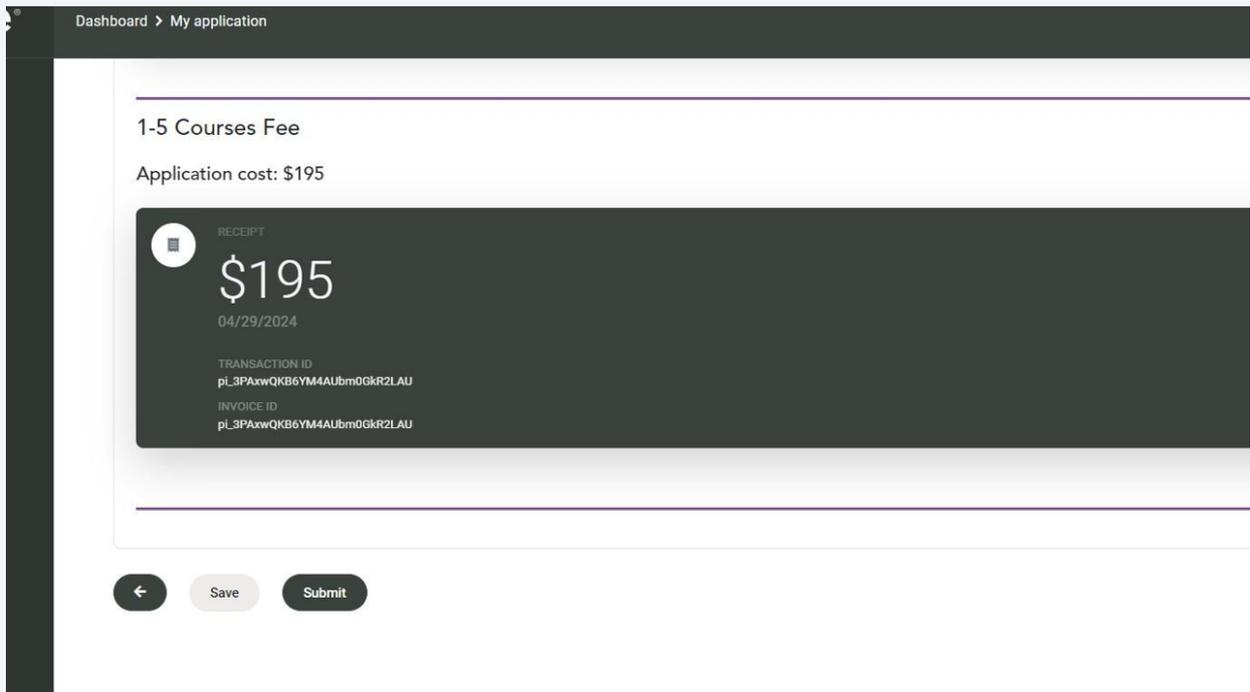
15   After making all required payments, click "Submit" to finalize your application.

⭐ asae®

Dashboard > My application

✔ Applicati

📈 Dashboard
📋 Applications
🛡 Credentials

1-5 Courses Fee

Application cost: $195

RECEIPT
$195
04/29/2024

TRANSACTION ID
pi_3PAxwQKB6YM4AUbm0GkR2LAU

INVOICE ID
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←   Save   Submit
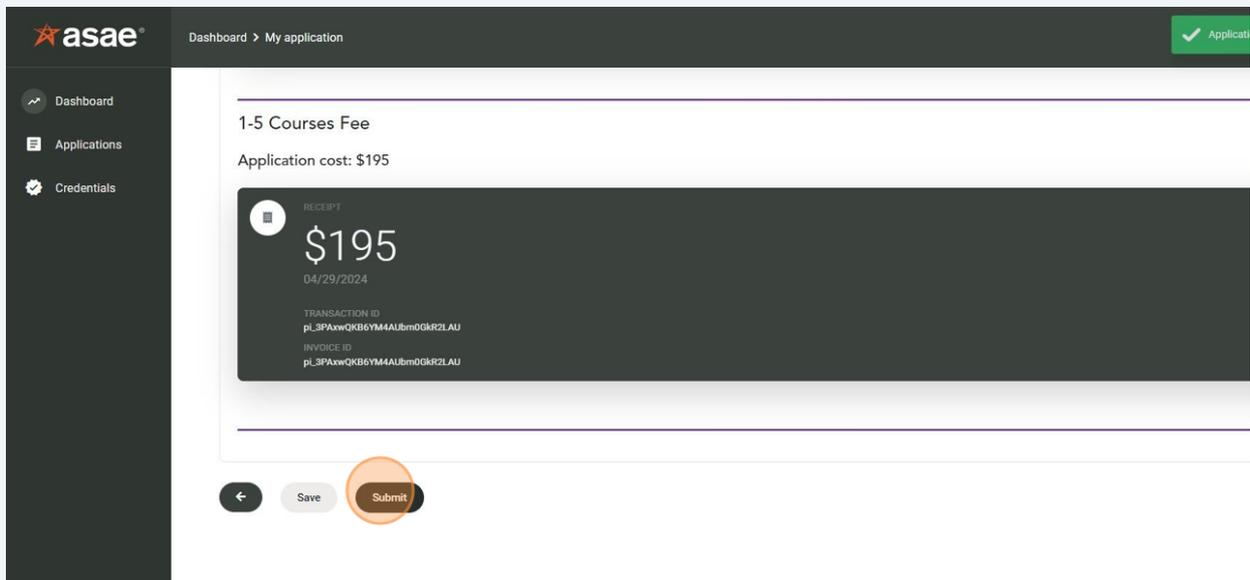
16 A confirmation popup will appear once the application is successfully submitted, and you will also receive a confirmation email.
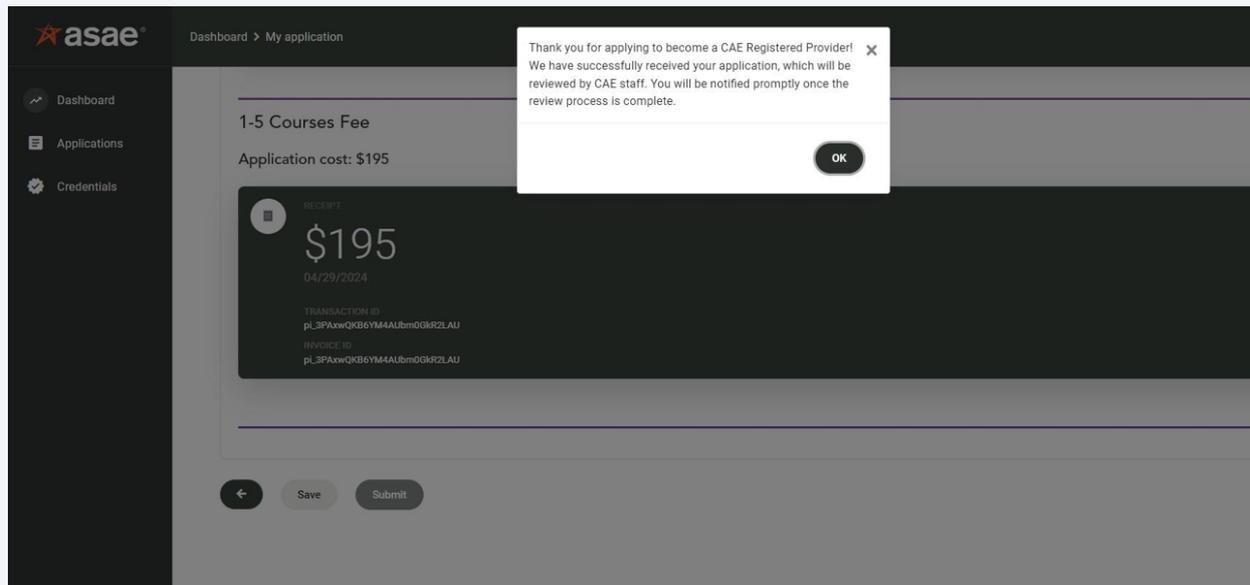
17 To view your submitted application, go to "Applications" then "My applications."
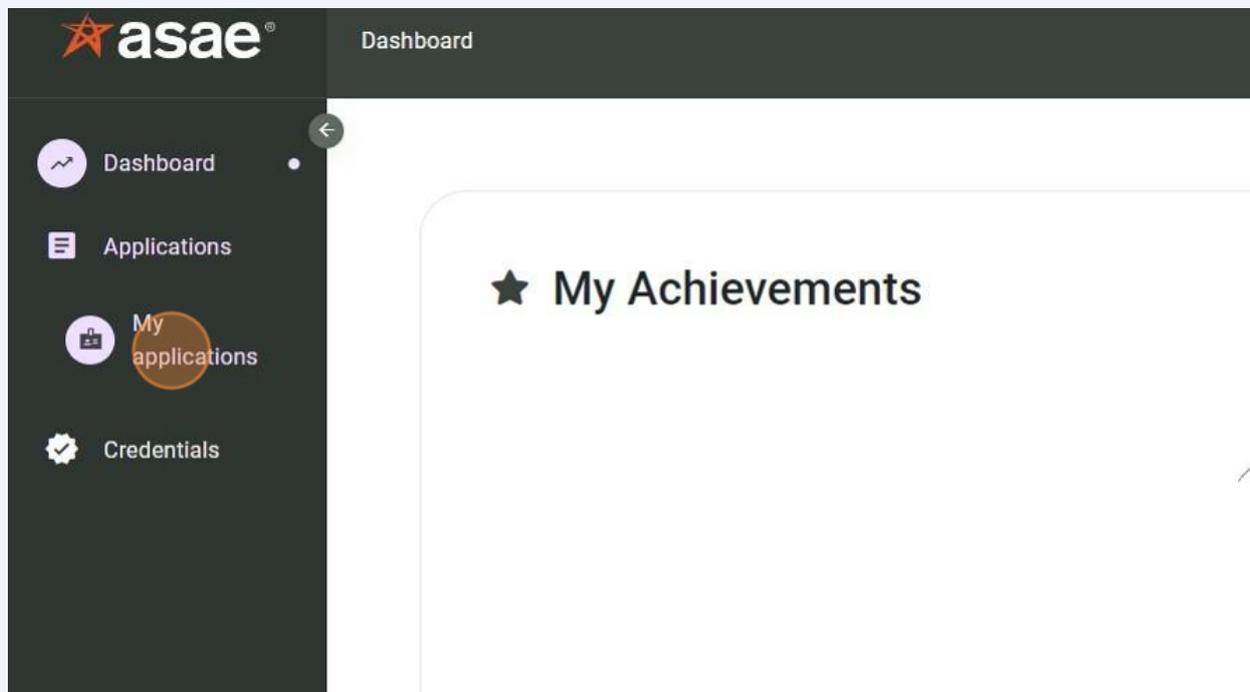
18 The application status will show as "Under review" until it is reviewed by CAE staff.
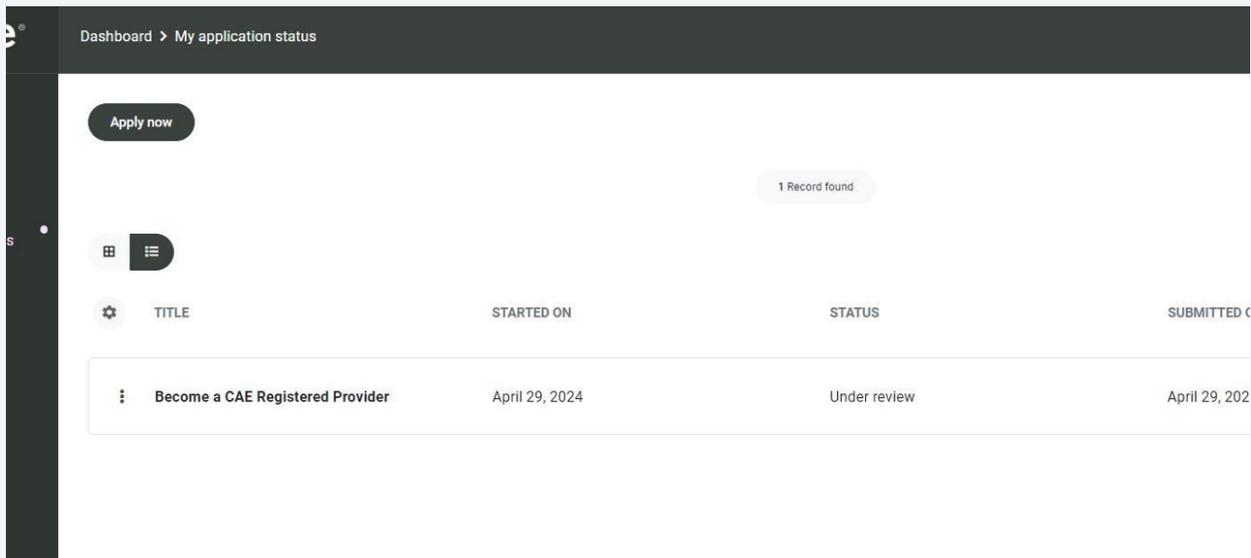
19 Click the three dots to the left of the application title and then click "View/Print" to view or print a copy of the submitted application.