

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 caedep@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.



CAE Registered Provider Program

The CAE Registered Provider program was established in response to requests from CAE candidates for a clearer system to identify courses that qualify for CAE credit and from requests from course providers seeking a way to identify their program as eligible for CAE credit. The specific aspects of the program were designed with full consideration of National Commission for Certifying Agencies (NCCA) Standards for the Accreditation of Certification Programs, and modeled after similar programs offered by other NCCA Accredited credentialing programs.

By submitting this application, your organization pledges to provide training that meets or exceeds the CAE Program standards for CAE credit and agrees to accurately communicate course eligibility for credit. In addition, CAE Registered Providers must maintain the necessary records to support the use of coursework toward CAE applications and pay an annual fee to the CAE Program.



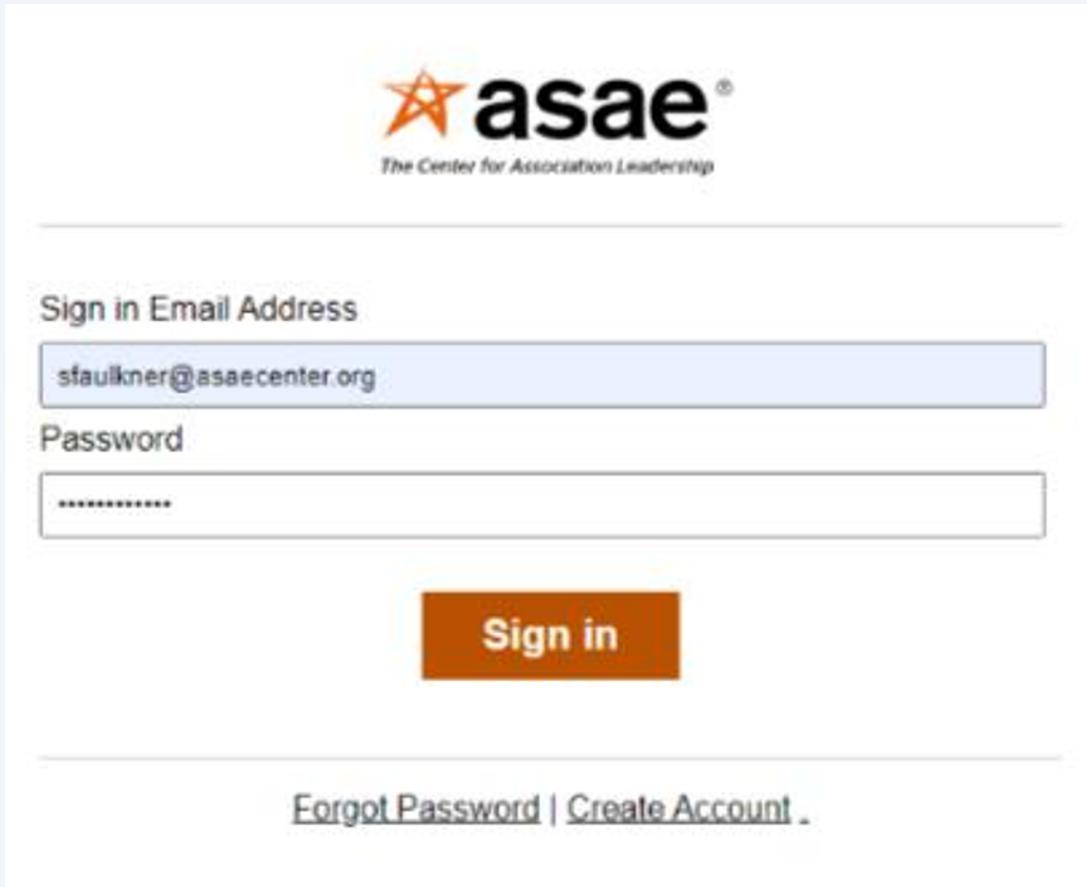
[Learn More About the Program](#)

LOG IN

3

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

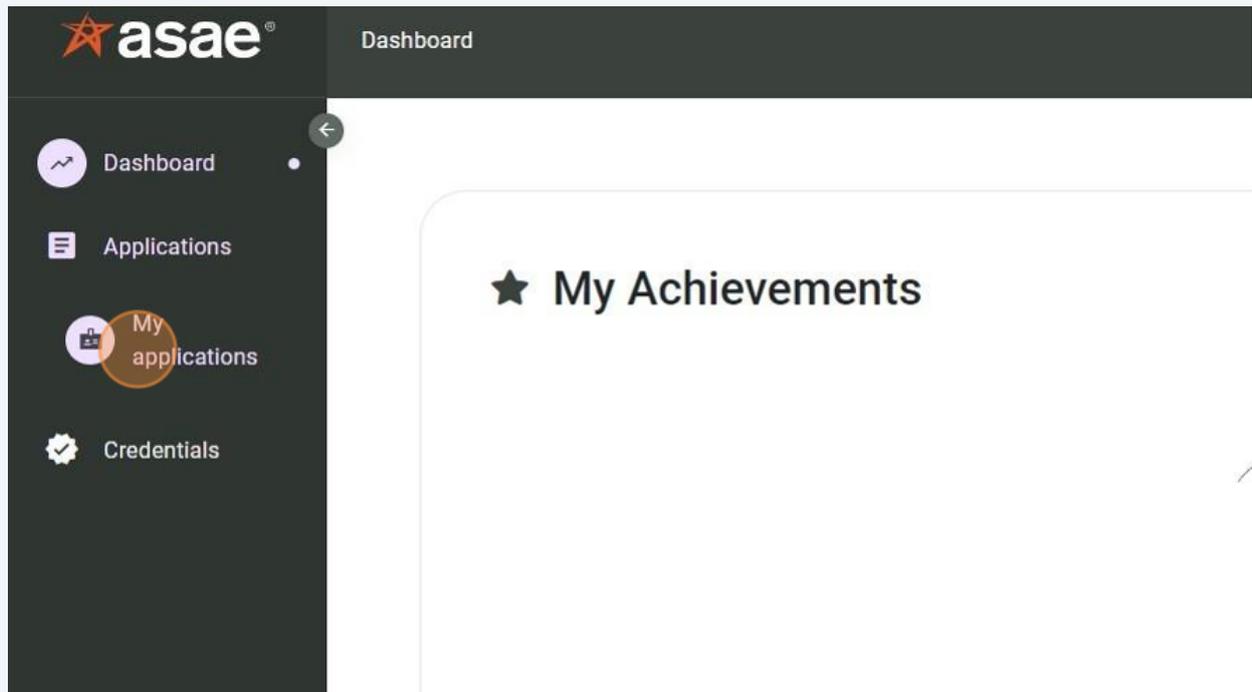
Select "Create Account" to establish an ASAE account. After creation, log in using your newly created credentials.



The image shows a login page for ASAE. At the top center is the ASAE logo, which consists of an orange star icon followed by the text "asae" in a bold, black, sans-serif font. Below the logo is the tagline "The Center for Association Leadership" in a smaller, italicized font. A horizontal line separates the logo from the login fields. Below the line, the text "Sign in Email Address" is displayed. Underneath is a text input field containing the email address "sfaulkner@asaecenter.org". Below that, the text "Password" is displayed, followed by a password input field with a masked password represented by eight asterisks. A large, orange, rectangular button with the text "Sign in" in white is centered below the password field. At the bottom of the page, a horizontal line is followed by the text "Forgot Password | Create Account" in a blue, underlined font.

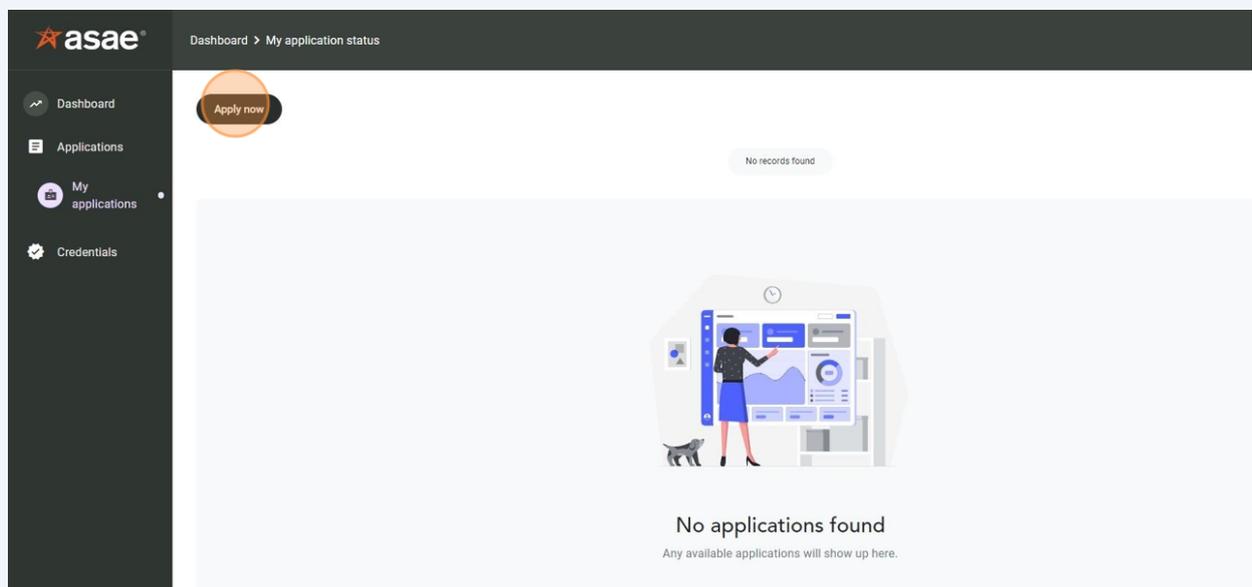
4

Navigate to the "Applications" section and click on "My Applications" to start your CAE Registered Provider application.



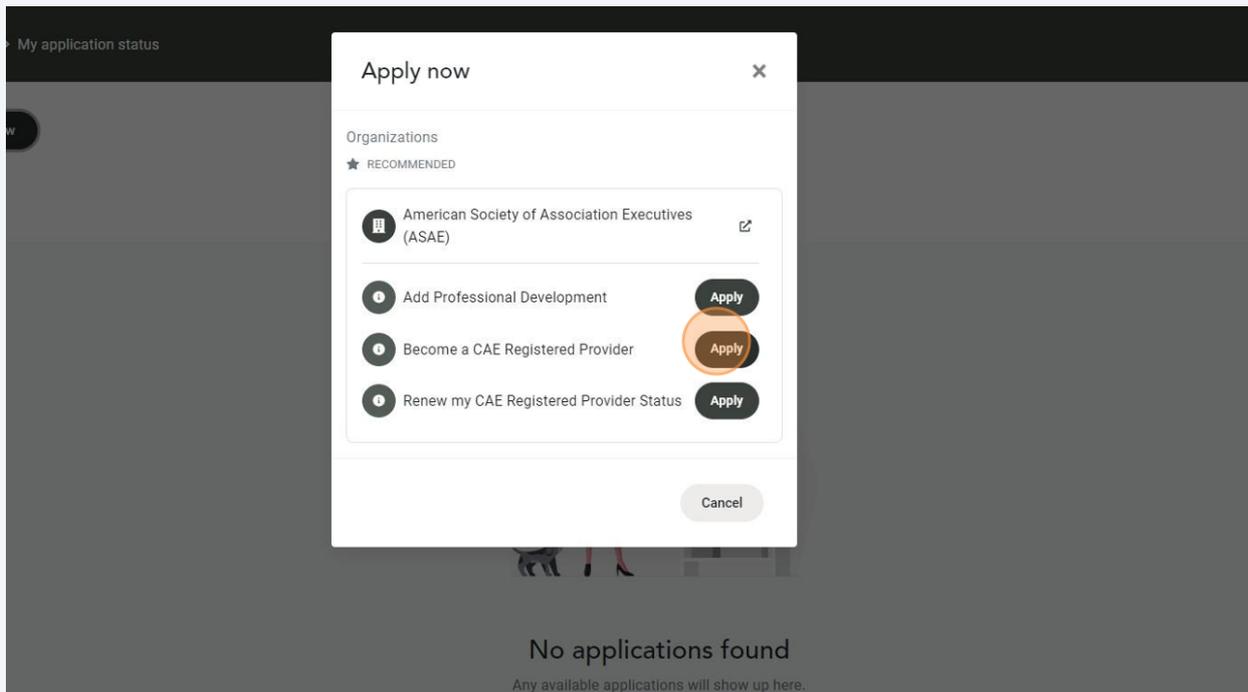
5

Select "Apply now" to begin the application process.



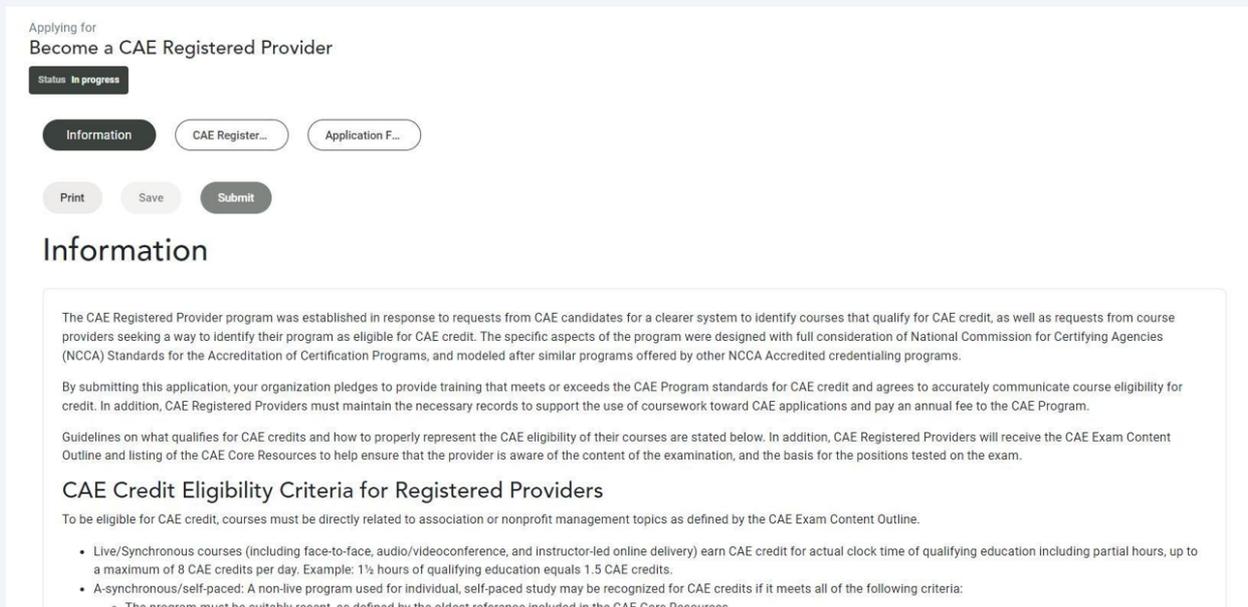
6

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.

The screenshot shows the ASAE dashboard with a sidebar containing 'Dashboard', 'Applications', and 'Credentials'. The main content area is titled 'Dashboard > My application' and contains several paragraphs of text regarding program requirements and ethics. At the bottom of the content area, there is a 'Save' button and a circular orange button with a right-pointing arrow, which is highlighted by a red circle. This arrow button is intended to be clicked to proceed to the next step.

9

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

The screenshot shows the ASAE dashboard with a sidebar containing 'Dashboard', 'Applications', and 'Credentials'. The main content area is titled 'Dashboard > My application' and features a section for 'Become a CAE Registered Provider'. This section includes a 'Status: In progress' indicator, three tabs ('Information', 'CAE Regist...', 'Application F...'), and three buttons ('Print', 'Save', 'Submit'). Below this is the 'CAE Registered Provider' form, which includes a text field for 'Name of CAE Registered Provider*', a 'Mailing address' section with radio buttons for 'US Address' (selected) and 'Non-US Address', and several text fields for 'Street address 1*', 'Street address 2', 'City*', 'Address line 1', 'Address line 2', 'City', 'State*' (a dropdown menu), and 'Zip code*'. There are also text fields for 'Your organization's primary website*' and 'Your organization's phone number*'. The 'CAE Regist...' tab is highlighted with a red circle, indicating it is the next step to be completed.

10 Click here when all information is entered.

The screenshot shows a form with three input fields. The first field is labeled "Point of contact email address" and contains the text "wchoi@asaecenter.org". The second field is labeled "Point of contact phone number" and contains "202-626-2800". The third field is labeled "Link to professional development activity" and contains "www.asaecenter.org". Below the fields are three buttons: a back arrow, a "Save" button, and a forward arrow.

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

The screenshot shows the ASAE application form. The top navigation bar includes the ASAE logo and the text "Dashboard > My application". The left sidebar has links for "Dashboard", "Applications", and "Credentials". The main content area has three tabs: "Information", "CAE Register...", and "Application ...". Below the tabs are buttons for "Print", "Save", and "Submit". The section title is "Application Fee(s)". The text below the title reads: "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 your organization." There are two checkboxes: "I am a local or regional SAE Organization" and "I am a non-SAE Organization". At the bottom of the section are buttons for a back arrow, "Save", and "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 recommend 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.

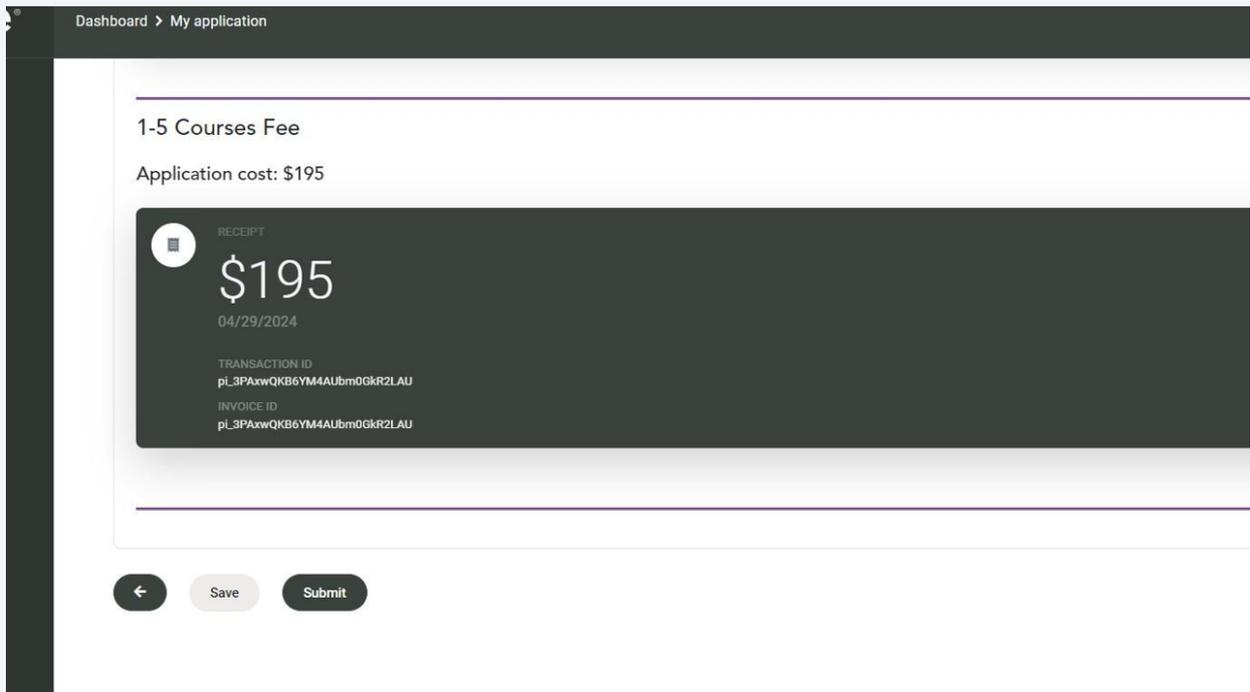
1-5 Courses Fee

Application cost: \$195

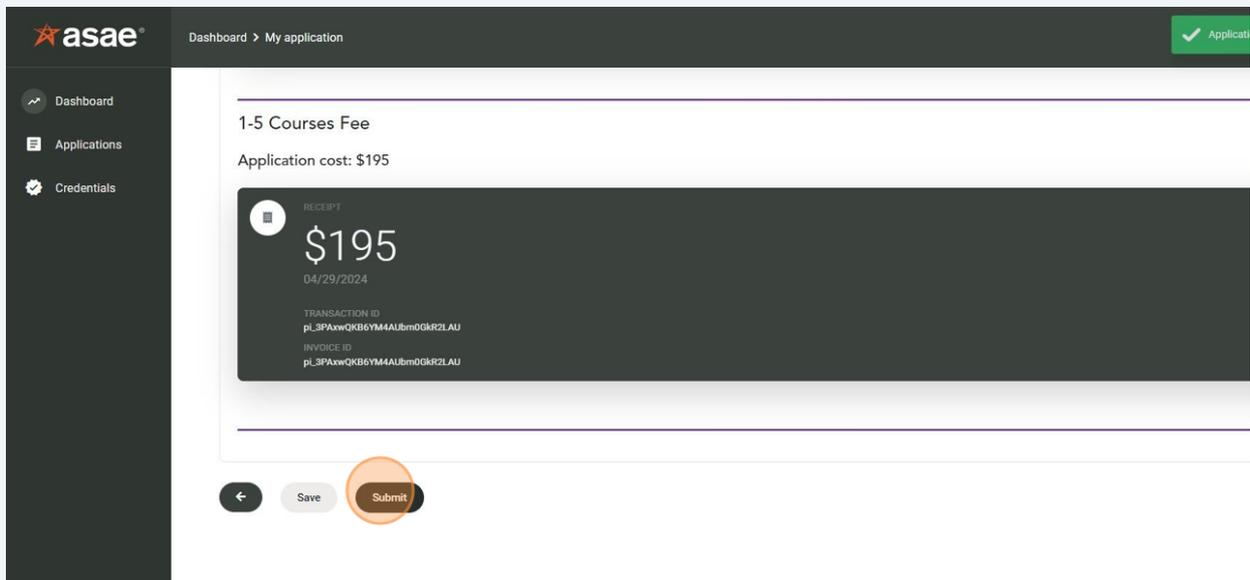
Credit or debit card

Postal/Zip code

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

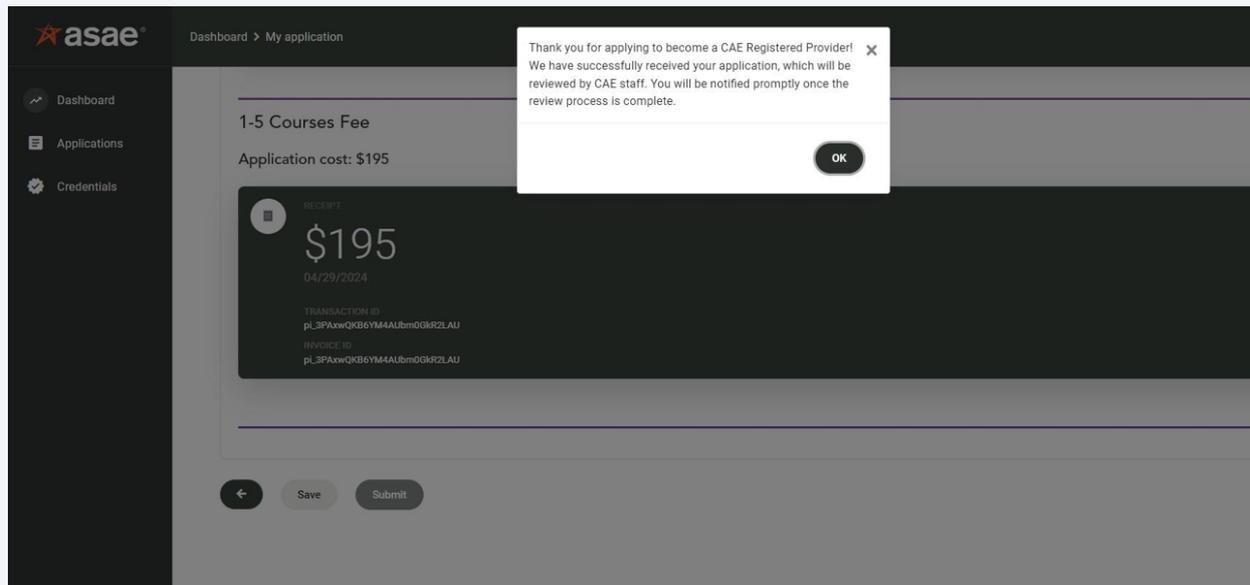


15 After making all required payments, click "Submit" to finalize your application.



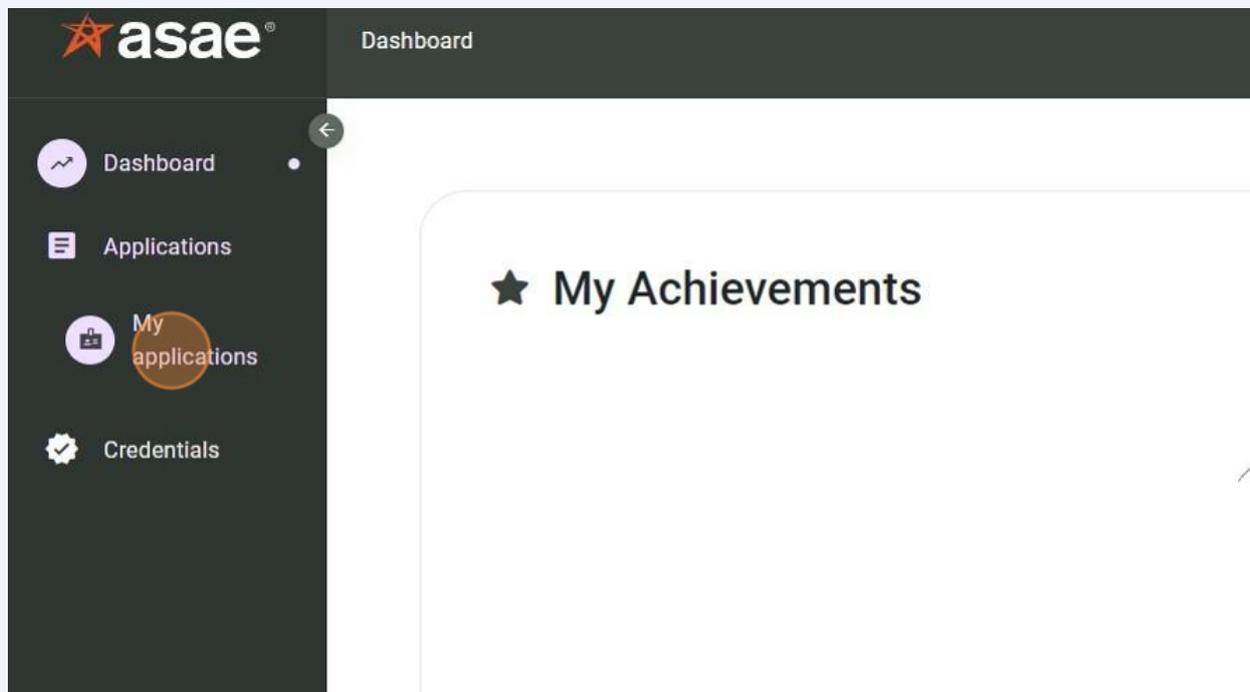
16

A confirmation popup will appear once the application is successfully submitted, and you will also receive a confirmation email.

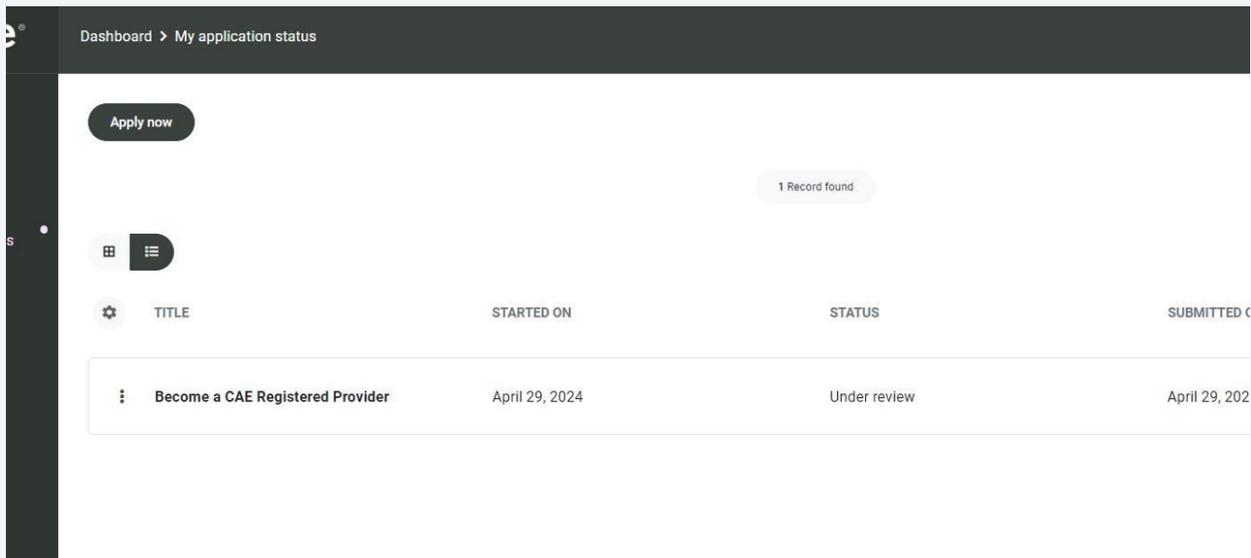


17

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.

