

Renew CAE Registered Provider Status



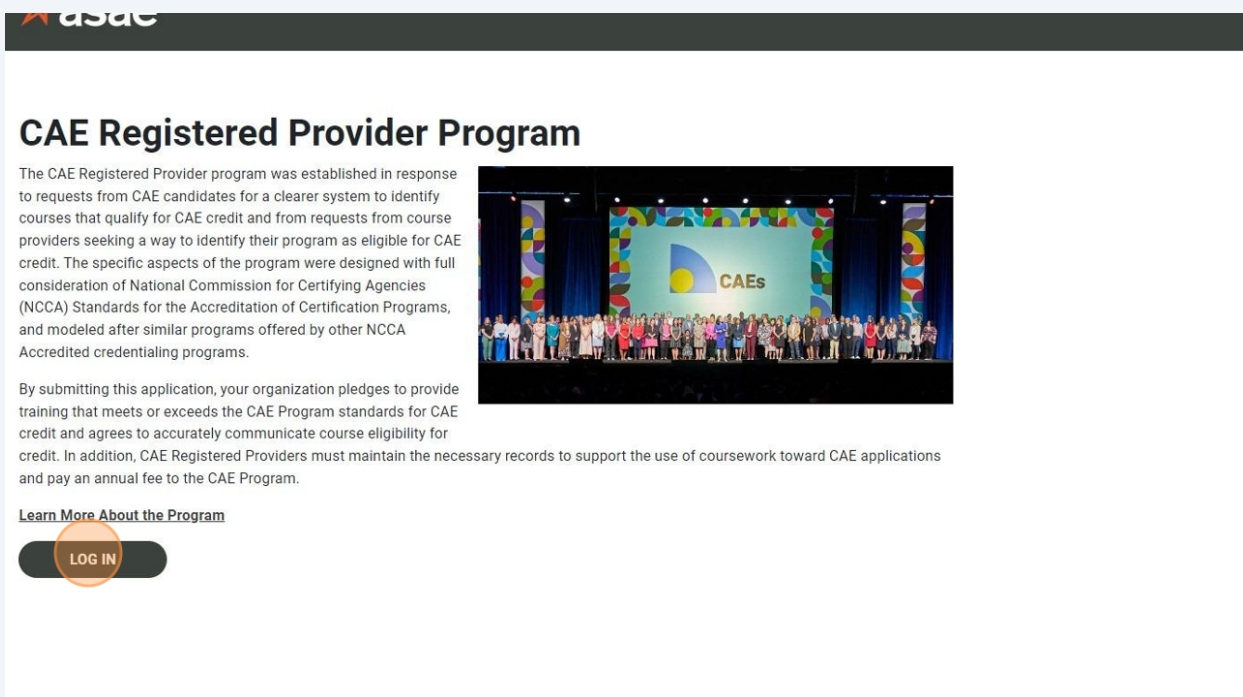
Please follow the instructions below if your organization has previously been approved as a CAE Approved Provider or CAE Registered Provider. If you have any questions, you can reach the CAE department at 202-626-2759 or via email at caedep@asaecenter.org.

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.

A screenshot of the CAE Registered Provider Program page. At the top left is the ASAE logo. The main heading is "CAE Registered Provider Program". Below the heading is a paragraph of text explaining the program's purpose. To the right of the text is a photograph of a large group of people standing on a stage in front of a backdrop with the CAEs logo. Below the text is a "Learn More About the Program" link and a "LOG IN" button.

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.

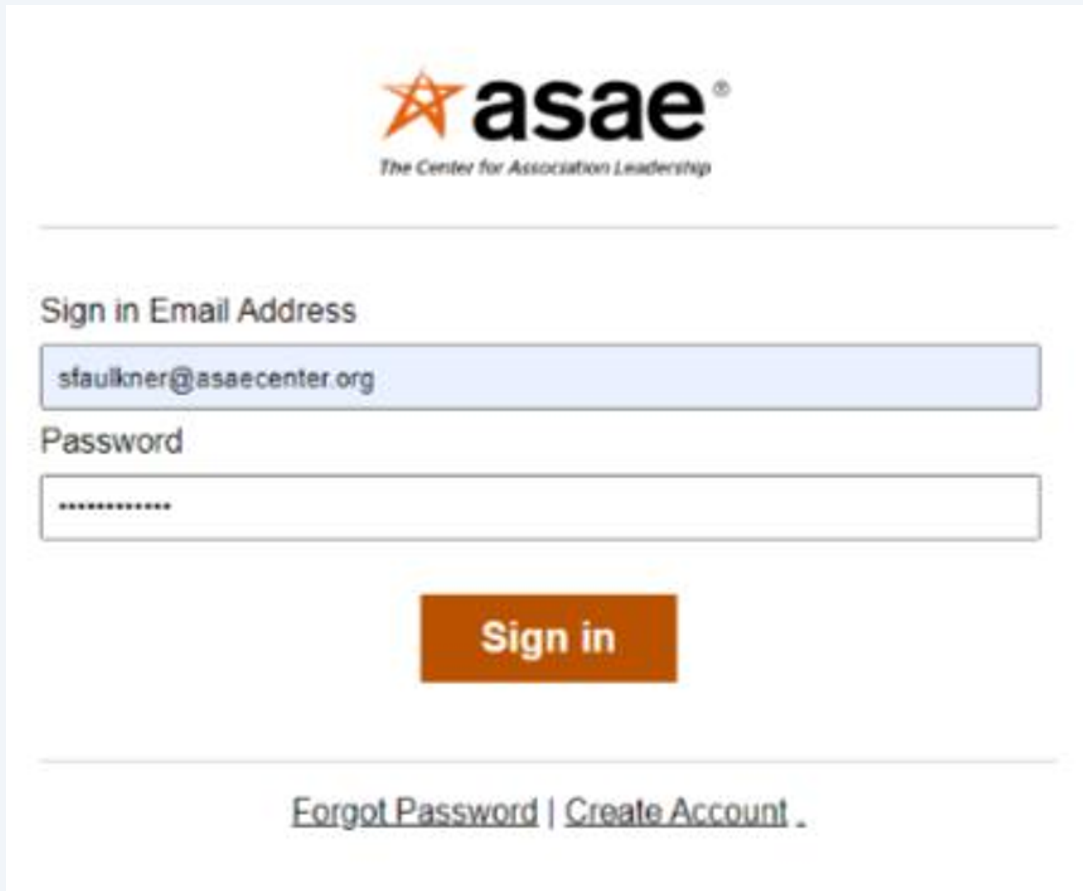
[Learn More About the Program](#)

LOG IN

3

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

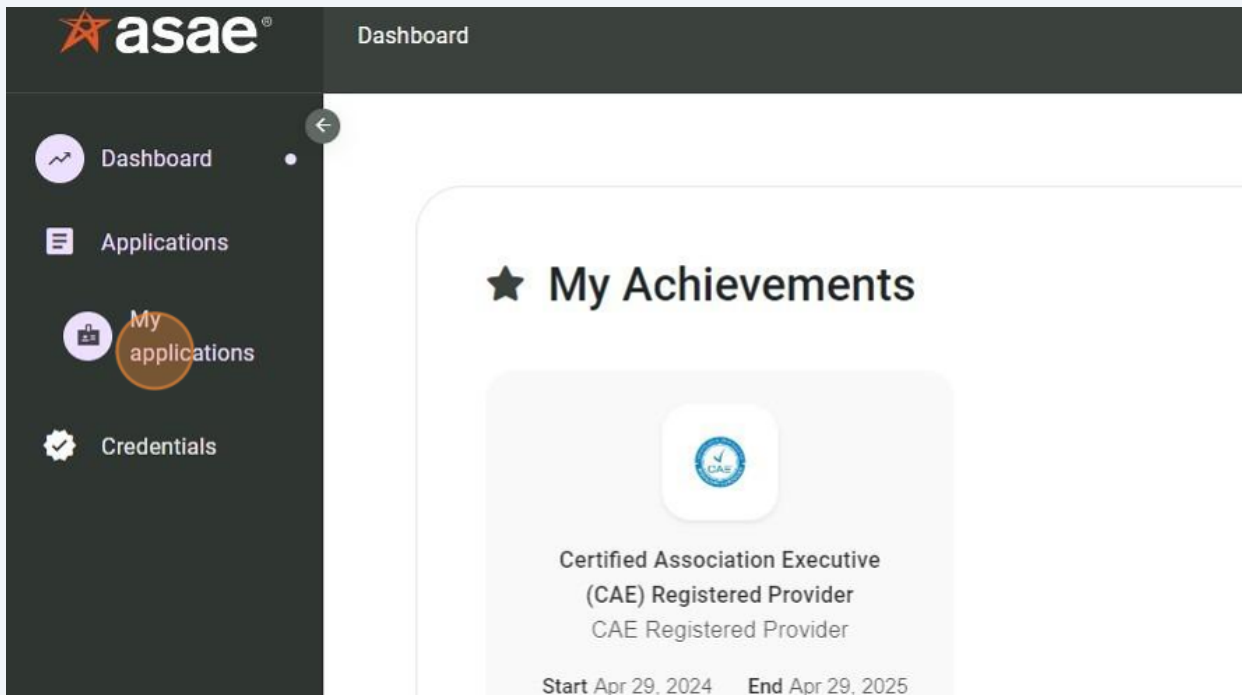
Select "Create Account" to establish an ASAE account. After creation, log in using your newly created credentials.



The image shows a screenshot of the ASAE login page. 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 header from the login form. The form has two input fields: "Sign in Email Address" with the value "sfaulkner@asaecenter.org" and "Password" with a masked password of "*****". Below the fields is a prominent orange "Sign in" button. At the bottom of the form, there are two links: "Forgot Password" and "Create Account", both underlined.

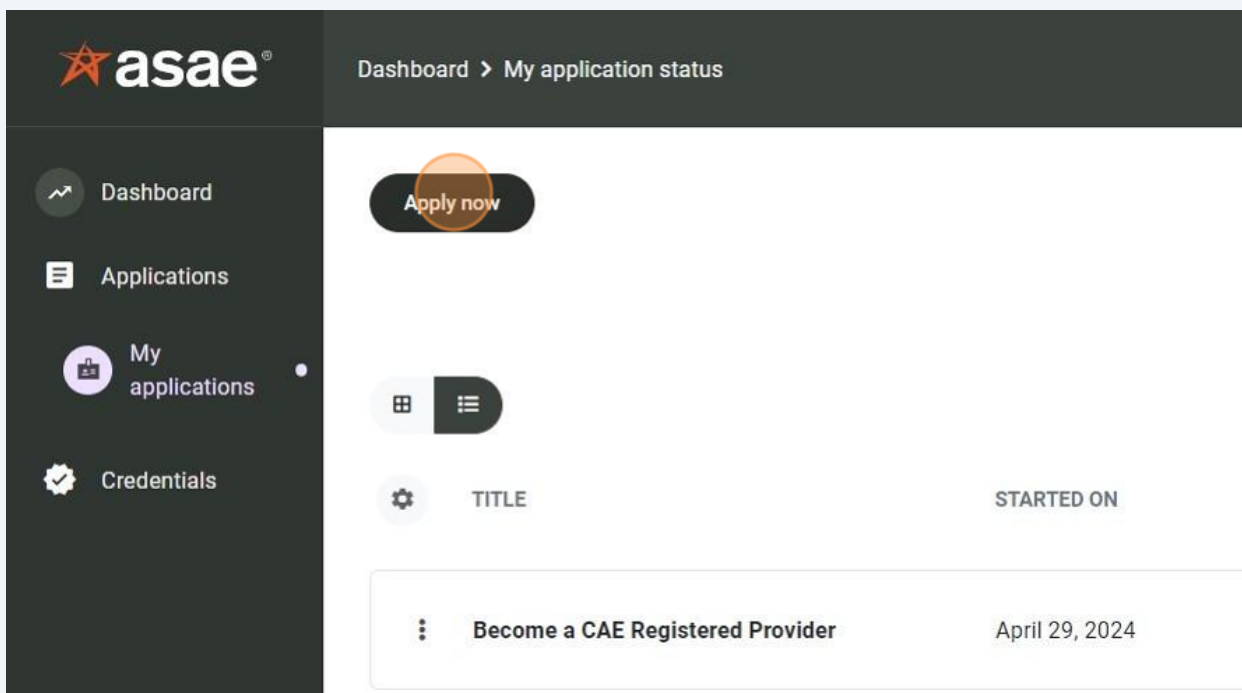
4

Click "Applications" and then "My applications" to begin the process of submitting the CAE Registered Provider application.



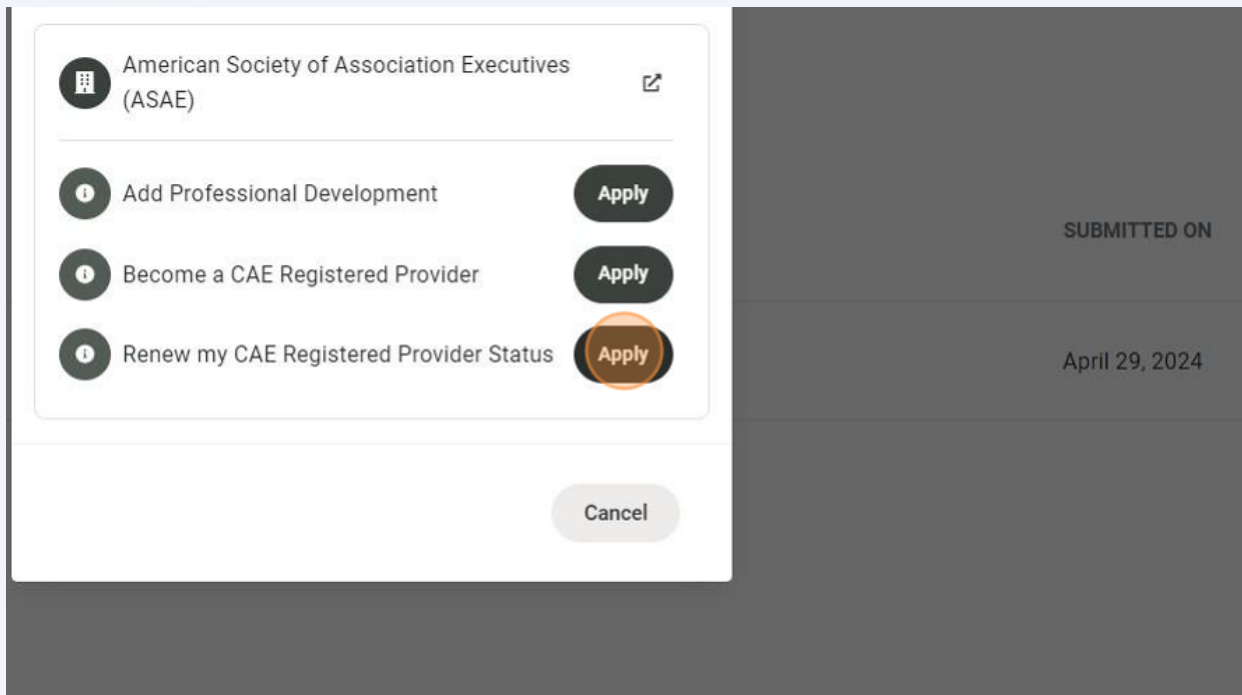
5

Select "Apply now" to begin the application process.



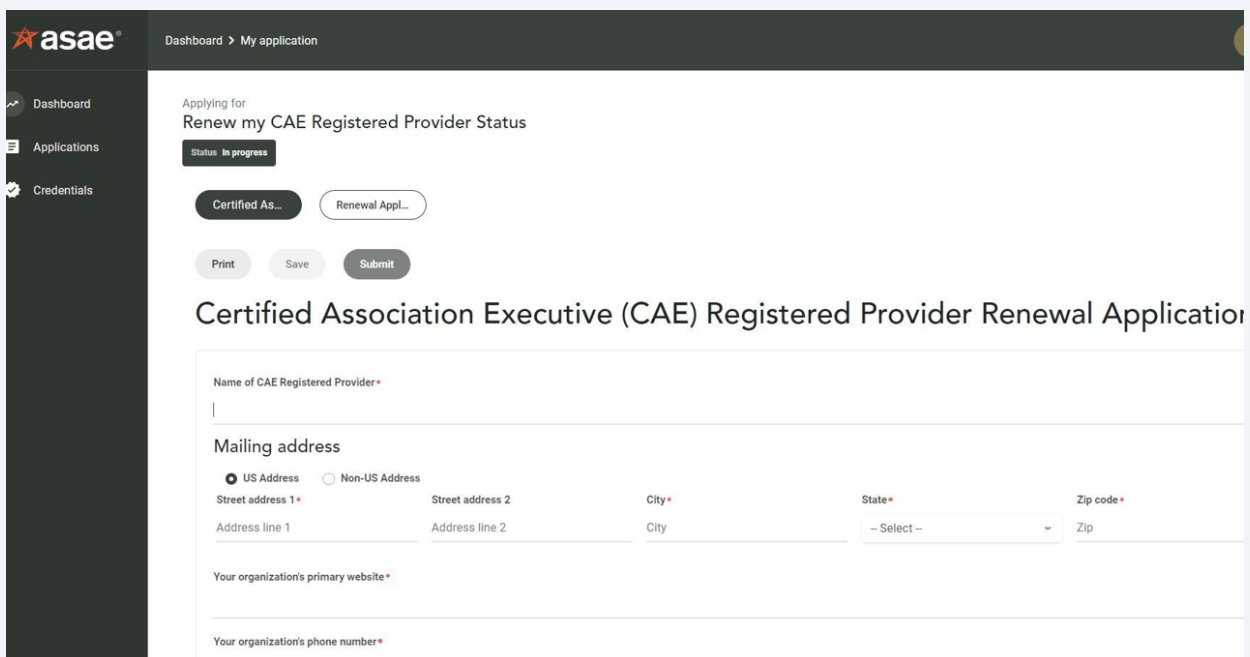
6

Click the "Apply" to Renew my CAE Registered Provider Status if your organization has been previously approved as a CAE Provider.

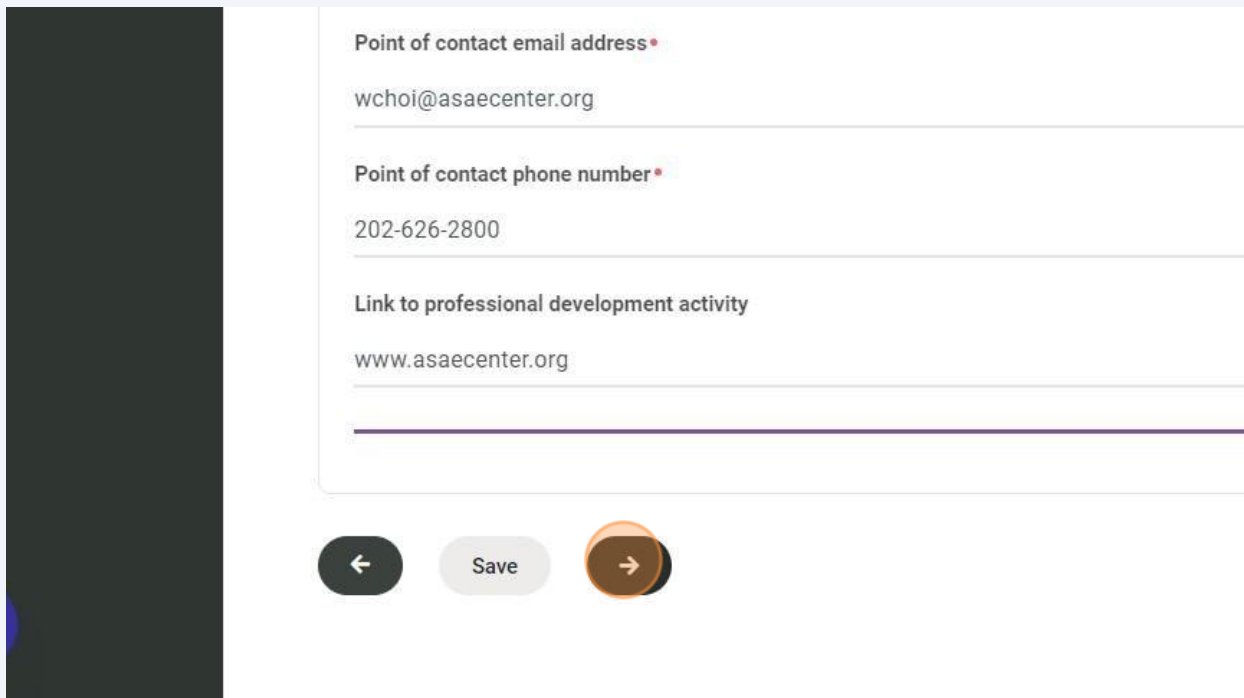


7

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

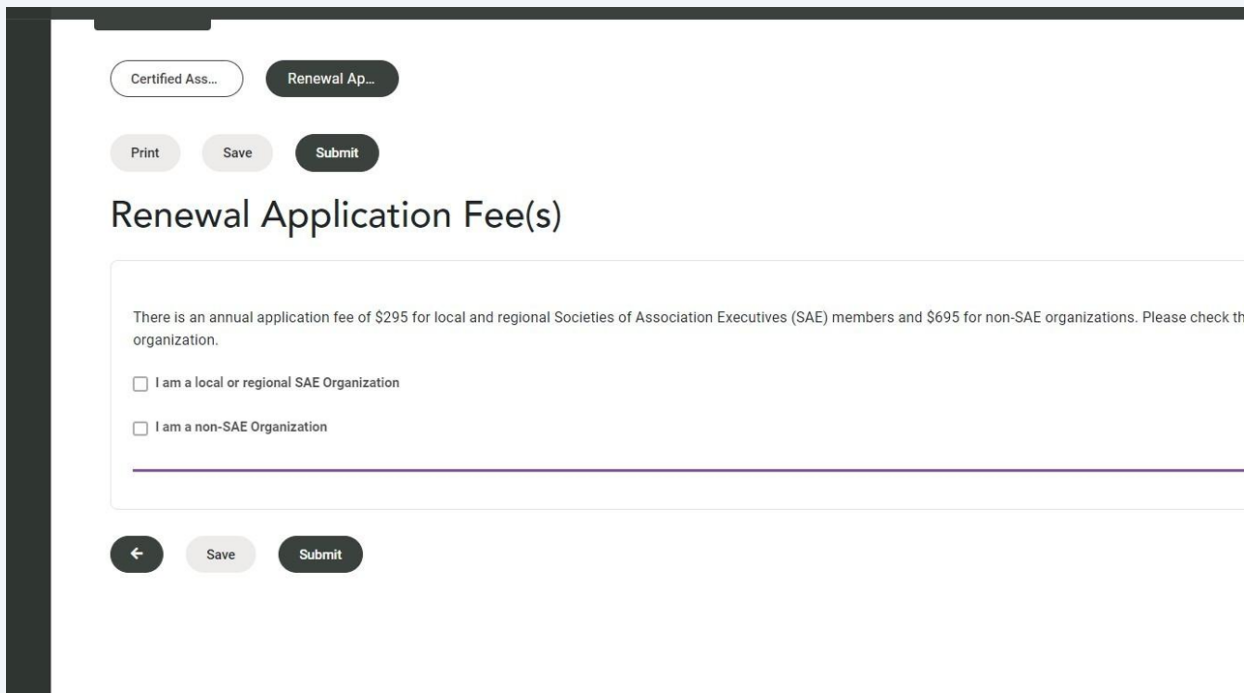


8 Click here when all information is entered.



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 the text "202-626-2800". The third field is labeled "Link to professional development activity" and contains the text "www.asaecenter.org". Below the form are three buttons: a back arrow, a "Save" button, and a forward arrow.

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



The screenshot shows a form titled "Renewal Application Fee(s)". At the top, there are two buttons: "Certified Ass..." and "Renewal Ap...". Below these are three buttons: "Print", "Save", and "Submit". The main content area contains the text: "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." Below this text are two radio button options: "I am a local or regional SAE Organization" and "I am a non-SAE Organization". At the bottom of the form are three buttons: a back arrow, "Save", and "Submit".

10

For non-SAE organizations, specify the number of courses and/or conferences you are submitting, at this time, for CAE credit. You may submit additional courses in the future when they are finalized.

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 appropriate 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 selecting 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

11

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

Application cost: \$695

RECEIPT

\$695

04/29/2024

TRANSACTION ID
pi_3PAxwMKB6YM4AUbm1CpsHkOZ

INVOICE ID
pi_3PAxwMKB6YM4AUbm1CpsHkOZ

1-5 Courses Fee

Application cost: \$195

Credit or debit card

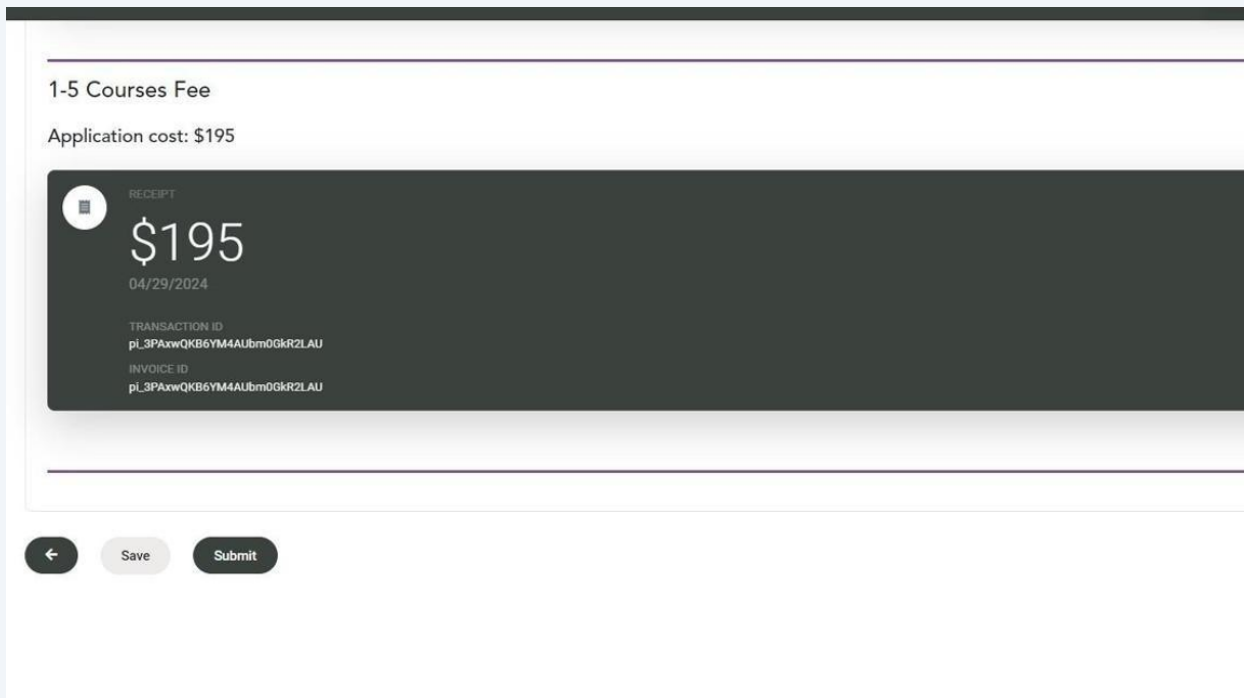
VISA 4242 4242 4242 4242 01 / 29 123 [Save with link](#)

Postal/Zip code

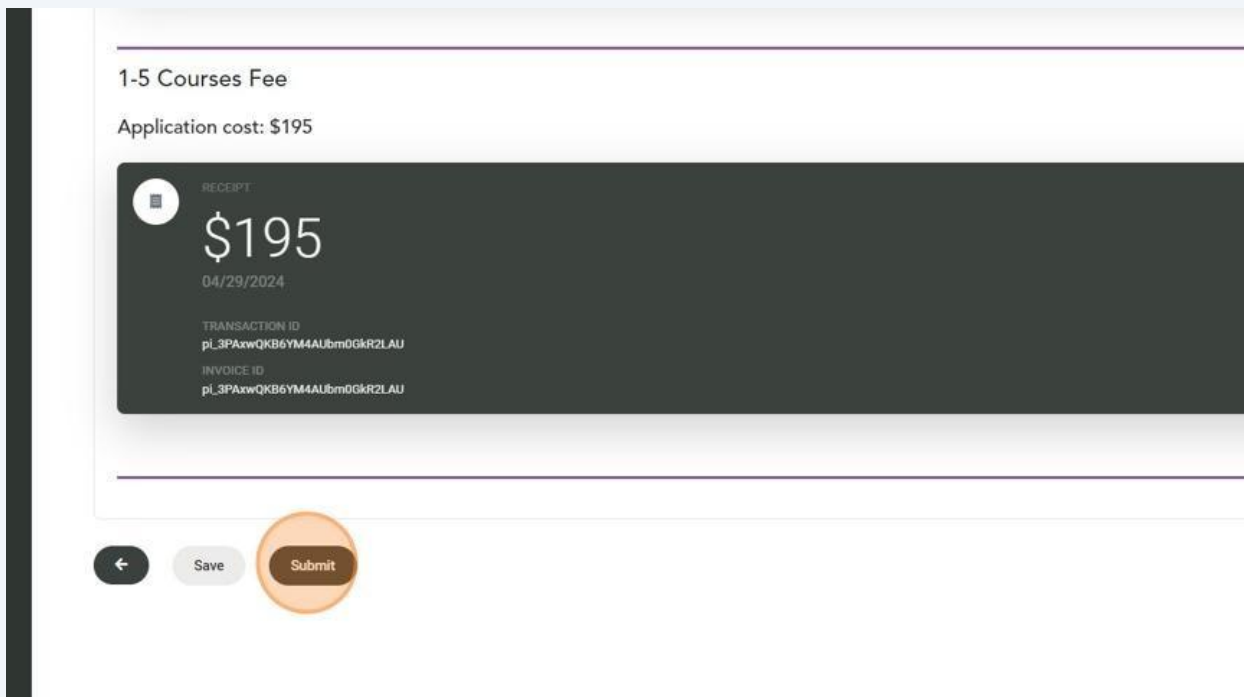
20011

[Complete payment](#)

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

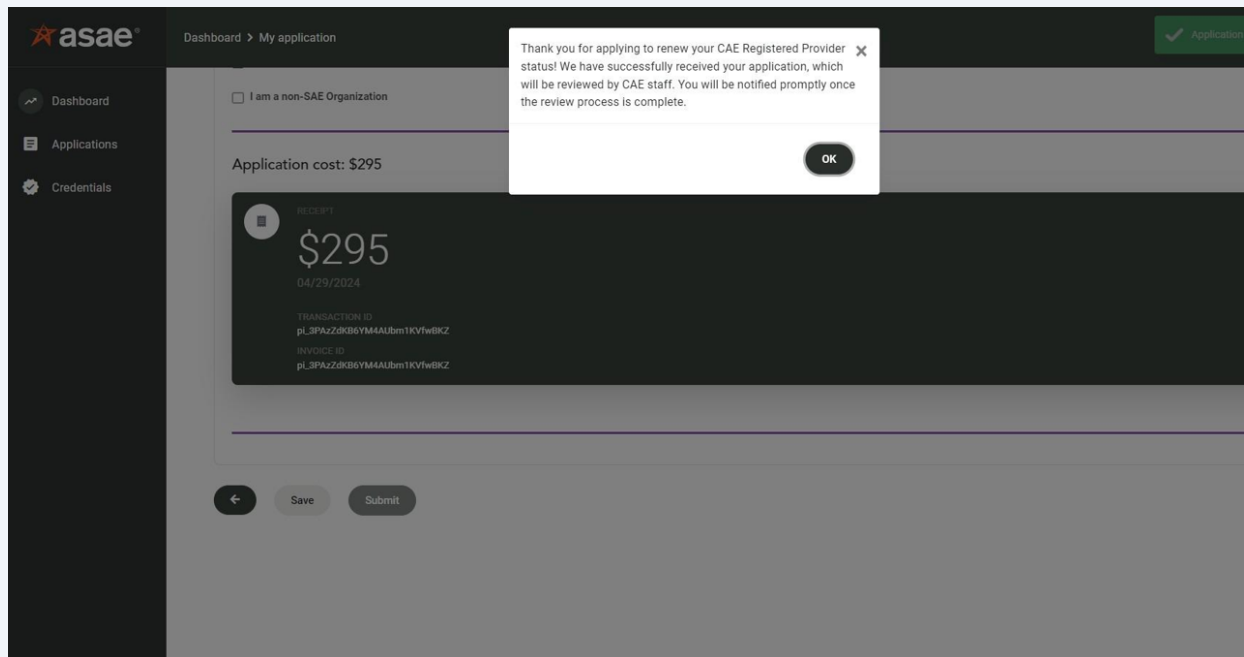


13 After making all required payments, click "Submit" to finalize your application.



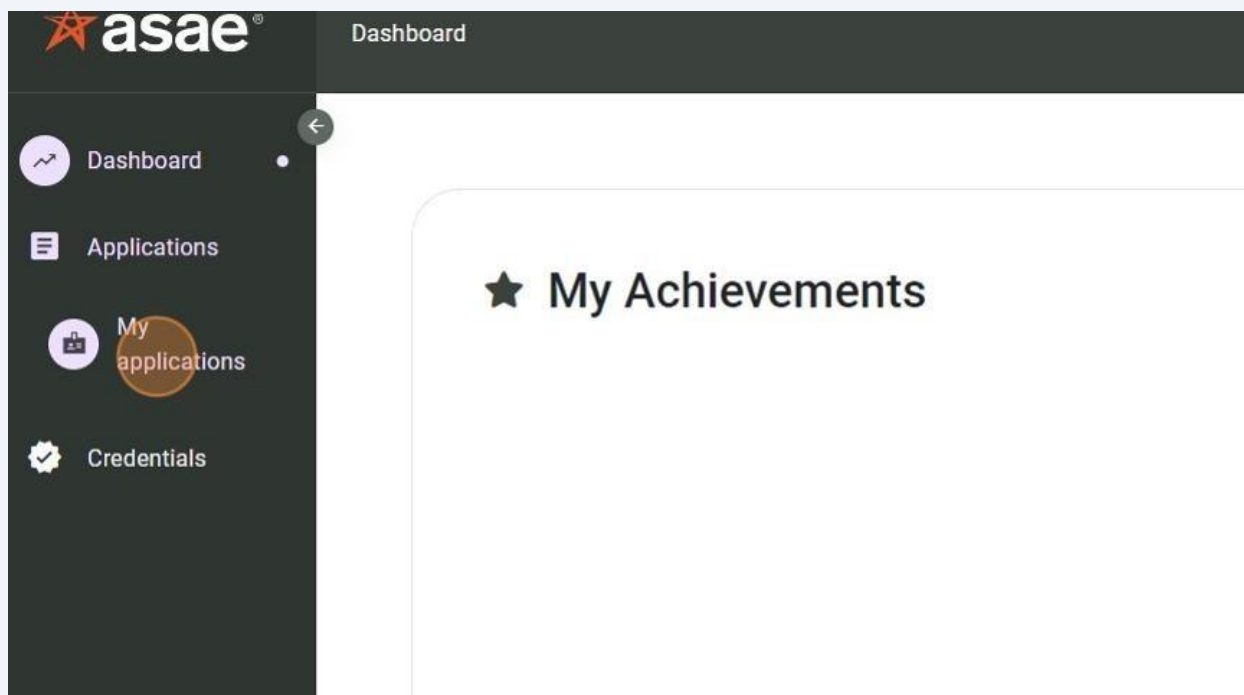
14

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

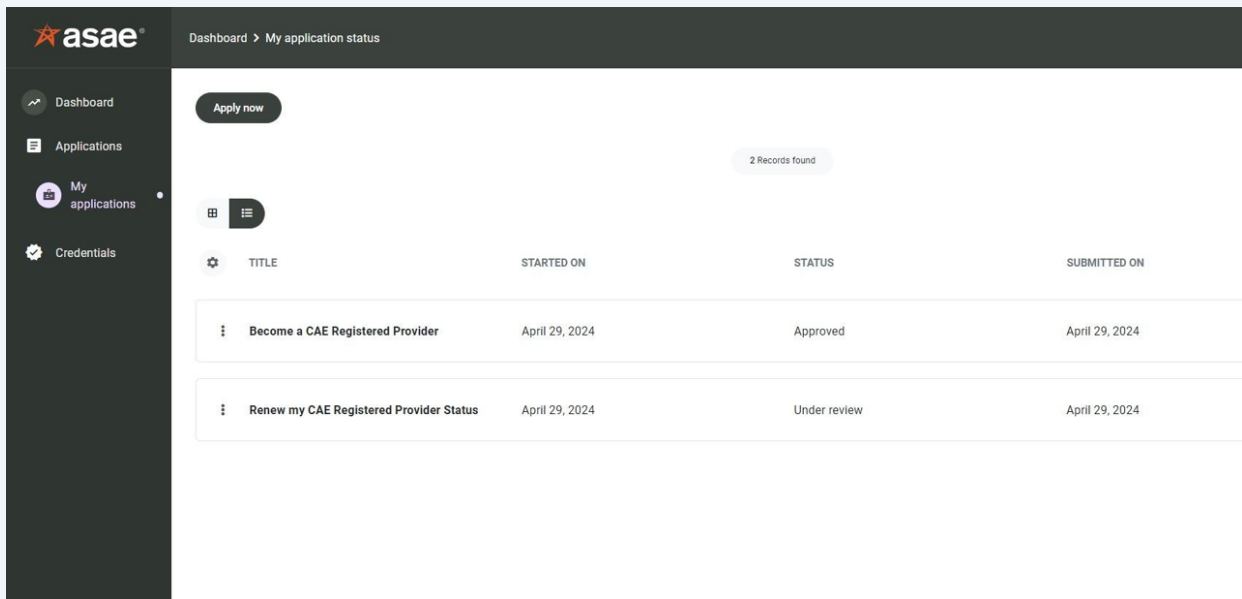


15

To view your submitted application, go to "Applications" then "My applications."



16 The application status will show as "Under review" until it is reviewed by CAE staff.



17 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.

