

# CAE Study Group Information

Spring 2018

The exam date is Friday, May 4, 2018 with an application deadline of **Friday, February 23, 2018**.

Materials utilized in the study sessions:

- *CAE Study Guide*
- *ASAE Handbook of Professional Practices in Association Management*
- *Association Law Handbook*

The group will meet on the following dates (Mondays):

- |                    |                       |              |      |
|--------------------|-----------------------|--------------|------|
| • January 29, 2018 | Informational Session | 4:00-5:30 PM | OSAE |
| • March 5, 2018    | Domains 2, 3 & 4      | 4:00-7:00 PM | OSAE |
| • March 19, 2018   | Domains 1 & 5         | 4:00-7:00 PM | OSAE |
| • April 2, 2018    | Domain 6, 7, 8 & 9    | 4:00-7:00 PM | OSAE |
| • April 16, 2018   | Exam Simulation       | 8:30-2:00 PM | OSAE |

Please come prepared to each study session having completed the required reading from the *ASAE Handbook of Professional Practices in Association Management* and the *Association Law Handbook*. Also to have completed the study questions at the end of each Domain. We will review the answers in the study session and discuss the questions in more detail.

CAE Exam Study Session Reading			(Red book)	(Blue Book)
Domain	Weight	Description	ASAE Handbook of Professional Practices in Association Management*	Association Law Handbook*
1	16-18%	Strategic Management	Ch. 1-13, 18, 21	1,6, 8-12, 24, 25, 61, 67, 68, 78-94
2	10-12%	Governance and Structure	14-17	1-26, 29-31, 55, 66, 86, 94
3	7-9%	Membership Development	18, 19, 20, 21, 36	56-60, 62-64, 68, 70, 76-77
4	9-11%	Programs, Products and Services	21, 22-26, 36	32-37, 43, 44, 60, 63, 64, 65, 72-74, 82, 89
5	16-18%	Leadership	1-3, 11, 15, 17, 19, 28	11-12, 20
6	15-17%	Administration	7, 13, 29-34	2-6, 10, 14-16, 18-23, 26, 28, 38-41, 61, 69, 82
7	2-4%	Knowledge Management and Research	35, 36	29-31, 55, 57, 63, 64, 66, 86
8	7-9%	Public Policy, Government Relations & Coalition Building	37	
9	6-8%	Marketing, Public Relations and Communications	38, 39	36, 37

\*by chapter

There are other reading materials recommended in the study guide which can provide additional assistance in understanding the materials. This reading is optional and in addition to what will be reviewed in the OSAE Study Group sessions.