

CAE Study Group Information
Spring 2019

The exam date is Friday, May 3, 2019 with an application deadline of Friday, Feb. 22, 2019.

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):

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|------------------|-----------------------|-------------|------|
| • Jan. 29, 2018 | Informational Session | 4:30-5:30PM | OSAE |
| • March 5, 2019 | Domains 2, 3 & 4 | 4:30-7:00PM | OSAE |
| • March 19, 2019 | Domains 1 & 5 | 4:30-7:00PM | OSAE |
| • April 2, 2019 | Domain 6, 7, 8 & 9 | 4:30-7:00PM | OSAE |
| • April 16, 2019 | Exam Simulation | 8:30-2:00PM | 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 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	1-13, 18, 21	1,6, 8-13, 29, 30, 31, 67, 73, 74, 84-100
2	10-12%	Governance and Structure	14-17	1-32, 35-41, 61, 72, 92, 100
3	7-9%	Membership Development	18, 19, 20, 21, 36	62-66, 68-70, 74, 76, 82-83
4	9-11%	Programs, Products and Services	21, 22-26, 36	38-43, 49, 50, 66, 69, 70, 71, 78-80, 88, 95
5	16-18%	Leadership	1-3, 11, 15, 17, 19, 28	11-13, 18, 24
6	15-17%	Administration	7, 13, 29-34	2-6, 10, 15-17, 19, 21-28, 32-34, 44-48, 67, 75, 88
7	2-4%	Knowledge Management and Research	35, 36	35-37, 61, 63, 69, 70, 72, 92
8	7-9%	Public Policy, Government Relations & Coalition Building	37	
9	6-8%	Marketing, Public Relations and Communications	38, 39	42, 43

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.