

***ISHAE/American Resort Development Association  
Certified Association Executive  
Scholarship Fund Eligibility Criteria***

ISHAE and ARDA are pleased to provide this professional development opportunity to ISHAE members. The Certified Association Executive (CAE) program is designed to elevate professional standards, enhance individual performance, and designate association professionals who demonstrate the knowledge essential to the practice of association management. The CAE is the highest certification for the association industry. *ISHAE now offers you the opportunity to go for the gold and earn your CAE certification!* Your exam fee will be paid in full by ISHAE/ARDA Scholarship Fund.

Applicants should have been an ISHAE member for at least a year prior to eligibility. (2009 applicants must have been an ISHAE member prior to October 1, 2008.)

Applicants must submit a letter stating their intent to the commitment and maintenance of the CAE certification.

Applicants should be willing to give back by mentoring future CAE candidates during their preparation for the test.

Applicants must be eligible to sit for the CAE at the time the application is submitted.

*CAE requirements at a glance include*

To qualify to take the CAE exam, applicants must:

- ✓ Be currently or recently employed in a qualifying nonprofit organization or association management company.
- ✓ Have sufficient qualifying professional experience.
- ✓ Have completed 75 hours of broad-based qualifying professional development within the last five years. The CAE Commission strongly recommends that you fulfill the professional development requirement by completing coursework in proportion to the weighting of each content area on the exam content outline.
- ✓ Sign an attestation to uphold ASAE's Standards of Conduct.
- ✓ *For a complete list of eligibility and more info go to [www.whatiscae.com](http://www.whatiscae.com).*

Recipients will be announced at Winter Conference. Scholarships received in December are for the following year test dates. (2008 for 2009)

CAE Scholarship funds will be distributed upon receipt of confirmation that recipient has completed the CAE testing.

***ISHAE/American Resort Development Association  
Certified Association Executive  
Scholarship Application***

Name: \_\_\_\_\_

Association: \_\_\_\_\_

Title: \_\_\_\_\_ Number of yrs in position: \_\_\_\_\_

Number of yrs in Association Management: \_\_\_\_\_

Do you meet **all** the requirements of CAE eligibility as defined by ASAE: \_\_\_\_\_

How long have you been a member of ISHAE? \_\_\_\_\_

Are you an ASAE member? (This will have no bearing on your eligibility.) \_\_\_\_\_

Explain why receiving the CAE certification is important to you. Use additional paper if necessary.

**ISHAE/ARDA Applications for 2009 must be received by November 6, 2009.**  
Mail to ISHAE ED, 1201 37<sup>th</sup> Ave SE, Olympia, WA, 98501 or fax to 360.866.4176.