

# registration form

## Course Options

- Full Course**  
 SAE Members \$845  
 Nonmembers \$945
- Concentrated Course**  
 SAE Members \$695  
 Nonmembers \$795
- CRAM Session**  
 Current Course Participants \$450  
 Past Course Participants \$550  
 New Registrants \$850

## Book Sets

- Concentrated Book Set \$300  
*Includes the Professional Practices in Association Management, 3rd Edition, CAE resource kit, and CAE Terminology and Key Concepts Flashcards.*
- Full CAE Book Set \$425  
*Includes all text books used in the full course, a CAE resource kit, CAE Terminology and Key Concepts Flashcards. \*Additional shipping fees apply, please contact info@msae.org*

## Individual Resources

- 2017 CAE Resource Kit of Supplemental Readings \$75
- How to Read Nonprofit Financial Statements, 3rd Edition \$40
- Membership Essentials. 2nd Edition \$59
- Professional Practices in Association Management, 3rd Edition \$85
- 2017 Terminology and Key Concepts Flashcards \$150  
 Choose one:  
 Digital Edition  Hard Copy
- The Board Savvy CEO \$24

## Candidate Information

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Cell \_\_\_\_\_  
 E-mail \_\_\_\_\_

Member of \_\_\_\_\_ state or local society of association executives

I am not a member of a society of association executives (SAE)

## Payment Information

Check payable to MSAE  Visa  MasterCard  Discover  AMEX

| Course Total | Materials<br>(Books/Resources)            | Shipping & Handling                              | TOTAL    |
|--------------|---|--|----------|
| \$ _____     | \$ _____ x 6% tax = \$ _____<br>(MI only) | \$10.00 (MI Residents)<br>\$15.00 (Out of state) | \$ _____ |

Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ Customer Code \_\_\_\_\_

Signature \_\_\_\_\_

A 10% administrative fee will be charged for any and all cancellations and refund requests. Substitutions are accepted in lieu of cancellation and will be charged the appropriate registration fee if different from original registration. Refunds for the full and concentrated courses are not granted after the reading list has been sent. Cancellations/refunds for the CRAM session must be submitted in writing to the MSAE office. No refunds will be granted within 5 business days of the beginning of the course. If your ASAE application is not accepted, course fees will be forwarded to the next course.

**IMPORTANT:**  
 MSAE's CAE Prep Course  
 registration form and fees are  
 separate from ASAE's application.

**Please return form to:**  
 Michigan Society of Association Executives  
 1350 Haslett Road ♦ East Lansing, MI 48823  
 [p] 517.332.6723 ♦ [f] 517.332.6724  
 www.msae.org ♦ info@msae.org

