

registration form

Course Options

- Full Course**
 Partner SAE Members \$850
 Nonmembers \$950
- Concentrated Course**
 Partner SAE Members \$700
 Nonmembers \$800
- CRAM Session**
 Current Course Participants \$500
 Past Course Participants \$600
 New Registrants \$900

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

- 2018 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
- Terminology and Key Concepts Flashcards \$150
 Choose one:
 Digital Edition Hard Copy
- The Board Savvy CEO \$24

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

Candidate Information

Name _____

Title _____

Organization _____

Address _____

City, State, Zip _____

Phone _____

Cell _____

E-mail _____

Members of the following SAEs receive the member rate. Please indicate membership:

Assoc. North CO FL GA KY KS MI NC
 Empire State NE NY OK PA TN WI WY

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

Payment Information

Check payable to MSAE Visa MasterCard Discover AMEX

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

Card Number _____

Exp. Date _____ Customer Code _____

Signature _____

***Shipping for the Full CAE Book Set is \$15 in Michigan & \$25 Out of State**

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.

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

