

ISAE's CAE Exam Study Session Checklist

To help prepare for the CAE exam, here is a checklist of all the readings and steps to be completed prior to each ISAE study session. We recommend using this checklist to schedule your time accordingly, based on your personal and professional calendar as well as your own personal study habits. The earlier you start studying, the more manageable the load will become. **Study sessions begin 6 weeks prior to the exam date.**

To be completed by: Week 1 Study Session

- Self- assessment
- Domain 5 Readings: Leadership (16–18% of the exam — 17 chapters)
 - ASAE Handbook of Professional Practices in Association Management*, 3rd ed., chapters 1–3, 11, 15, 17, 19, 28
 - Association Law Handbook*, 5th ed., chapters 11–12, 20
 - The Jossey-Bass Handbook of Nonprofit Leadership and Management*, 3rd ed., chapters 2–7, 26
 - Review Domain 5 Study Guide terminology
 - Answer Domain 5 Study Guide self-assessment
 - Take Domain 5 Study Guide practice questions

To be completed by: Week 2 Study Session

- Domain 6 Readings: Administration (16-18% of the exam; 30 chapters)
 - ASAE Handbook of Professional Practices in Association Management*, 3rd ed., chapters 7, 13, 29–34
 - Association Law Handbook*, 5th ed., chapters 2-6, 10, 14-16, 18-23, 26, 28, 38-41, 61, 69, 82
 - Review Domain 6 Study Guide terminology
 - Answer Domain 6 Study Guide self-assessment
 - Take Domain 6 Study Guide practice questions
- Domain 9 Readings: Marketing, Public Relations & Communications (6-8% of the exam; 10 chapters)
 - ASAE Handbook of Professional Practices in Association Management*, 3rd ed., chapters 38, 39
 - Association Law Handbook*, 5th ed., chapters 36, 37
 - The Jossey-Bass Handbook of Nonprofit Leadership and Management*, 3rd ed., chapters 2, 8, 11, 15, 19, 22
 - Review Domain 9 Study Guide terminology
 - Answer Domain 9 Study Guide self-assessment
 - Take Domain 9 Study Guide practice questions

To be completed by: Week 3 Study Session

- Domain 2 Readings: Governance & Structure (10-12% of the exam; 43 chapters)

- ASAE Handbook of Professional Practices in Association Management*, 3rd ed., chapters 14-17
- Association Law Handbook*, 5th ed., chapters 1-26, 29-31, 55, 66, 86, 94
- The Jossey-Bass Handbook of Nonprofit Leadership and Management*, 3rd ed., chapters 2, 4, 8, 23, 26
- Review Domain 2 Study Guide terminology
- Answer Domain 2 Study Guide self-assessment
- Take Domain 2 Study Guide practice questions
- Domain 3 Readings: Membership Development (7-9% of the exam; 18 chapters)
 - ASAE Handbook of Professional Practices in Association Management*, 3rd ed., chapters 18-21, 36
 - Association Law Handbook*, 5th ed., chapters 56-60, 62-64, 68, 70, 76-77
 - The Jossey-Bass Handbook of Nonprofit Leadership and Management*, 3rd ed., chapter 4
 - Review Domain 3 Study Guide terminology
 - Answer Domain 3 Study Guide self-assessment
 - Take Domain 3 Study Guide practice questions

To be completed by: Week 4 Study Session

- Domain 1 Readings: Strategic Management (16-18% of the exam; 44 chapters)
 - ASAE Handbook of Professional Practices in Association Management*, 3rd ed., chapters 1-13, 18, 21
 - Association Law Handbook*, 5th ed., chapters 1, 6, 8, 9, 10, 11, 12, 24-25, 61, 67-68, 78-94
 - Review Domain 1 Study Guide terminology
 - Answer Domain 1 Study Guide self-assessment
 - Take Domain 1 Study Guide practice questions
- Domain 7 Readings: Knowledge Management and Research (2-4% of the exam; 12 chapters)
 - ASAE Handbook of Professional Practices in Association Management*, 3rd ed., chapters 35-36
 - Association Law Handbook*, 5th ed., chapters 29-31, 55, 57, 63-64, 66, 86
 - The Jossey-Bass Handbook of Nonprofit Leadership and Management*, 3rd ed., chapter 26
 - Review Domain 7 Study Guide terminology
 - Answer Domain 7 Study Guide self-assessment
 - Take Domain 7 Study Guide practice questions

To be completed by: Week 5 Study Session

- Domain 8 Readings: Public Policy, Government Relations, Coalition Building (7-9% of the exam; 15 chapters)
 - ASAE Handbook of Professional Practices in Association Management*, 3rd ed., chapter 37
 - Association Law Handbook*, 5th ed., chapters 42, 45-54, 75, 99
 - The Jossey-Bass Handbook of Nonprofit Leadership and Management*, 3rd ed., chapters 2, 8, 10, 13, 14

- Review Domain 8 Study Guide terminology
- Answer Domain 8 Study Guide self-assessment
- Take Domain 8 Study Guide practice questions
- Domain 4 Readings: Programs, Products and Services (9-11% of the exam; 24 chapters)
 - ASAE Handbook of Professional Practices in Association Management*, 3rd ed., chapters 21-26, 36
 - Association Law Handbook*, 5th ed., chapters 32-37, 43-44, 60, 63-65, 72-74, 82, 89
 - Review Domain 4 Study Guide terminology
 - Answer Domain 4 Study Guide self-assessment
 - Take Domain 4 Study Guide practice questions

To be completed by: Week 6 Study Session

- Practice Exam Review

Optional Additional Review Session: Wednesday before the exam

CAE EXAM: 1st Friday in May
1st Friday in December