

2011 Dates of Importance

December Exam: Friday, December 2, 2011

Deadlines: Standard Application is due September 9, 2011

Extended Application is due October, 7, 2011 (additional \$100)

2011 PROPOASED CAE Fall Study Group Dates

Tuesday, August 30

Wednesday, September 7

Wednesday, September 14

Wednesday, September 28

Wednesday, October 5

Wednesday, October 12

Wednesday, October 19

Wednesday, October 26

Wednesday, November 2

Wednesday, November 9

Wednesday, November 16

Wednesday, November 23

Wednesday, November 30

TEST – FRIDAY, DECEMBER 2nd

Location of the Study Group sessions:

Iowa Motor Truck Association

717 East Court Avenue

Des Moines, Iowa 50309

Study Group Leader: Brenda Neville, CAE

Study Group Information for the Fall Session:

Format: Typically about a 60 – 90 minute session with discussion/sample quiz.

We will be focusing more on the reading w/specific reading assignments each week.

Quiz will be sample questions that may or may not relate to the reading but will prepare you for the test and get you acclimated to “test taking” as well.

You will be tested over nine “domains” that cover the following areas:

1. Organizational Management
2. Leadership
3. Administration
4. Knowledge Management
5. Governance Structure
6. Public Policy, Government Relations & Coalition Building
7. Membership Development
8. Programs, Products & Services
9. Marketing, Public Relations & Communications

IMTA has purchased the most recent study guide and also has a vast majority of the books/required reading for each domain. There are also many other tools that are available for preparation for the exam.

Time:

8:30 – 10:00 AM