

Mark the check boxes or radio buttons of the sessions that you attended.

Date	Topic/Speaker	Hours
Jan 8	Monthly Luncheon – <i>Hilton Richmond Downtown</i> <ul style="list-style-type: none"> • Member Orientation: “How to Get the Most Out of Your VSAE Membership” <input type="checkbox"/> Lunch: Virginia Politics 2016 ~ Dr. Robert Holsworth 	Lunch:0.25
Feb 5	Monthly Luncheon & Seminar – <i>Omni Richmond Hotel</i> <input type="checkbox"/> Educational Seminar: The Secrets to Engaging Disengaged Employees <input type="checkbox"/> Lunch: Top 5 Strategies to Engage Disengage Employees ~ Dr. Heather Williamson	Seminar:2.50 Lunch:0.25
Mar 4	Monthly Seminar – <i>Embassy Suites Richmond</i> <input type="checkbox"/> Educational Seminar: Volunteer Excellence: Creating Opportunities for Amazing Volunteer Experience ~ Lowell Aplebaum, CAE, American Society for Parenteral and Enteral Nutrition	Seminar:2.50 Lunch:0.25
Apr 1	Monthly Luncheon & Seminar – <i>Richmond Marriott Short Pump</i> <input type="checkbox"/> Educational Seminar: Creating WOW – 5 Marketing Secrets to Cut Through the Clutter & Pack the House at Your Next Event <input type="checkbox"/> Lunch: #NoFilter: 3 Communication Secrets to Build High-Trust Relationships With Your Fans ~ Meredith Oliver, CSP, Meredith Communications	Seminar:2.50 Lunch:0.25
May 1-3	Annual Conference – <i>Westfields Marriott Washington Dulles</i> <input type="checkbox"/> Opening Keynote: ~ Candace Bertotti <input type="checkbox"/> Breakouts <ul style="list-style-type: none"> o Crucial Conversations: A Deeper Dive ~ Candace Bertotti (a.m. only) o The Six Rs of Association Thrivability: Part 1 (a.m.) & Part 2 (p.m.) ~ Jeff De Cagna o Financial Management and Leadership for your Non-Profit Organization 101 (a.m.) & 201 (p.m.) ~ Monique V. Ford, CPA o Best Practices Government Affairs Leaders ~ Panel (a.m. only) o IGNITE (p.m. only) <input type="checkbox"/> Closing Keynote: ~ Meagan Johnson	Keynote:1.00 AM Session: ..1.25 SIG:1.75 PM Session: ..1.25 Keynote:1.00
Jun 3	Monthly Luncheon & Seminar – <i>Four Points by Sheraton Richmond</i> <input type="checkbox"/> Educational Seminar: Bring Your Value Proposition to Life <input type="checkbox"/> Lunch: 5 Ways to Use Creativity to Increase Membership Value ~ Hanah Holpe, WonderSPROUT	Seminar:2.50 Lunch:0.25
Jul 11-12	AMC Retreat – <i>Renaissance Portsmouth Hotel</i> (Association Management Company members & sponsors.)	Retreat.....5.00
Aug 11	Monthly Breakfast & SIG-a-Palooza – <i>Wyndham Virginia Crossings Hotel & Conference Center</i>	
Aug 29-30	Meeting Planner Summit – <i>Embassy Suites Hampton</i> (Two-day summit for planners & sponsors.)	Retreat:8.00
Sep 9	Monthly Luncheon & Seminar – <i>Richmond Marriott Downtown</i> <input type="checkbox"/> Educational Seminar: How to Get your Members to Scream Your Name and Beg for MORE! <input type="checkbox"/> Lunch: What’s Your UBER? ~ Tom Morrison, CEO Metal Treating Institute	Seminar:2.50 Lunch:0.25
Sep 19-20	CEO & Senior Staff Retreat – <i>Kingsmill Resort</i> (Top level assoc. exec. & sponsors.)	Retreat.....8.00
Oct 6	Educational Symposium & Expo – <i>Greater Richmond Convention Center</i> <input type="checkbox"/> Opening Keynote: 2016 and the Transformation of American Politics ~ C. Lawrence Evans <input type="checkbox"/> Breakouts <ul style="list-style-type: none"> o A Discussion on Leadership... Programming That Is ~ Susan Motley, CAE, Courtney Fleming, Lauren Gilbert, and Susan Horne o A First-Timer’s Guide to Producing Videos for Your Association ~ Tristan Pelligrino o Email Marketing: The Workhouse of Online Communications ~ Kelly Clark o Technology Trends and the Effects on Associations ~ Reggie Henry o DOL’s New FLSA Requirements: Legal Overview and Practical Compliance Strategies ~ John Scalia 	Keynote:1.00 a.m. Session: .1.50 p.m. Session: .1.50
Nov 4	Monthly Luncheon & Seminar – <i>Crowne Plaza Richmond Downtown</i> <input type="checkbox"/> Educational Seminar: Strategic Planning <input type="checkbox"/> Lunch: TBD ~ John Sarvay, Floricane, LLC	Seminar:2.50 Lunch:0.25
Dec 2	Awards Luncheon & Silent Auction – <i>Hilton Richmond Hotel & Spa/Short Pump</i>	N/A
	Total CAE Credits Earned (<i>Exact clock hours only – no rounding</i>):	
	Potential CMP Credits Earned:	

EACH SESSION CAN ONLY BE USED ONCE FOR APPLICATION/RECERTIFICATION.



VSAE is a CAE Approved Provider. The programs listed above meet the requirements for fulfilling the professional development requirements to earn or maintain the Certified Association Executive credential. Every program that we offer which qualifies for CAE credit will clearly identify the number of CAE credits granted for full participation, and we will maintain records of your participation in accord with CAE policies.

Note: These programs are not endorsed, accredited or affiliated with ASAE or the CAE program. Applicants may use any program that meets eligibility requirements in the specific timeframe towards the exam application or renewal. There are no specific individual courses required as part of the applications – selection of eligible education is up to the applicant based on his/her needs.