

Who Should Participate in the QAS Program?

- New Hires
- Young Professionals
- Incoming Leadership & New Volunteers
- Anyone Looking to Improve Their Career in Association Management



How Can QAS Help Advance Your Career?

- Enhance your overall knowledge and skill in association management
- Strengthen your talent & awareness with personal development opportunities
- Master the fundamentals needed for career advancement

Frequently Asked Questions

How much does the program cost?

QAS is \$295 for members of FSAE and Participating SAEs and \$395 for non-members.

How do I get the member rate if my SAE is participating in QAS?

Each participating SAE has a unique coupon code for their members to use to receive the \$295 member rate. If you are a member of a participating SAE, you must use this coupon to receive the discount. Contact your SAE for your coupon code.

Is there any in-person element to QAS, or is it all online?

The program is all online. All educational material is delivered through videos of the speakers with PowerPoints of their presentations available in the portal.

How long do I have to complete the QAS program?

You have 12 months from the date of purchase to the complete the program.

What is a passing score?

You must receive an 80% on each module in order to pass the certificate program.

Will I receive a certificate upon passing the QAS program?

Yes. At the conclusion of the program, after passing each module test with an 80% or better score, you will be able to automatically print off a passing certificate.

How do I learn more about the program and modules?

Visit **www.AssociationSpecialist.org** for more information and to purchase this program.

Who do I contact if I have any questions?

You can contact Adrian Amos at 850-702-0946 or adrian@fsae.org.

Thank you to our partners who helped make this program a reality:



www.AssociationSpecialist.org



QUALIFIED ASSOCIATION SPECIALIST

An Affordable, On-Demand Program on the Principles of Association Management

Program Developed and Administered by



FLORIDA SOCIETY OF ASSOCIATION EXECUTIVES, INC.

Presented in Partnership with:



www.AssociationSpecialist.org

What is QAS?

QAS Qualifies for 13 Hours CAE
and 13 Hours CMP Credit!



The **Qualified Association Specialist (QAS) Certificate Program** is a new, affordable educational program for professionals in the association industry. This online training program provides a broad base view of the principles in association management. The QAS Certificate Program helps all staff connect how various association functions/departments work together.

QAS gathers seasoned experts from around the country to present a comprehensive overview of the many facets of working in or with an association – from the legal and financial “business model” of associations’ unique governance/volunteer structure, to understanding the key principles of membership, communications, social media, and more. These industry leaders share their knowledge with you through 12 online modules, approximately an hour each to enhance your career in association management.

“I highly recommend the Qualified Association Specialist program to anyone in association management!

Originally, I thought that the course would be perfect for our staff level employees that weren’t familiar with associations or that we needed to cross train on other program areas. However, when I went through it, I found that the education content would help anyone better understand the principles of association management. I have seen other programs that teach the same concepts but they were well over \$1,000. This program provided even more in terms of association principles, but for a price point that any association can afford. Top notch program!”

- Rachel Luoma, FSAE Education Committee Chair



QAS Program Modules

.: Organization Types & Management Structures

Robert C. (Bob) Harris, CAE, Non-Profit Center

.: Board Governance & Volunteer Management

Carolyn R. Fazio, ECAM, Fazio International

.: Financial Management & Budgeting

Jeffrey E. Barbacci, CPA, Thomas, Howell, Ferguson P.A.

.: Administration & HR

Bennett Napier, CAE, Partners in Association Management

.: Legal Issues in Associations & Risk Management

Robert C. (Bob) Harris, CAE, Non-Profit Center

.: Marketing, Communication & Crisis Management

Amy Holmes, CAE, Amy Holmes Communications

.: Social Media & Online Communities

Ben Martin, CAE, Online Community Results

.: Membership Recruitment/Engagement/Retention

Tom Morrison, Metal Treating Institute

.: Meetings, Conference, Trade Shows

Jessica Levin, MBA, CMP, CAE, Seven Degrees Communication

.: Non-Dues Development & Training Program

John Ricco, CAE, Partners in Association Management

.: Public Policy & Government Relations

Jennifer Green, CAE, Frog Dog, Inc.

.: Technology and Data Management

Adrienne Bryant, CAE, Association of FL Colleges