

## CAE Mnemonics and Test Taking Tips

### **FAR:**

Fixed Allocated Markets  
Restricted consumer access/Restrained trade

### **MMR:**

Three key pieces of antitrust legislation are the Sherman Antitrust Act (**M**onopolies); the Clayton Antitrust Act (**M**ergers to create monopolies); and the Federal Trade Commission Act (**R**estraining of trade)

The FTC Act is enforced by the FTC

The others are enforced by the Department of Justice

### **Interactions Usually follow these rules:**

Member-member

Staff-staff

Board-board

But when something illegal is happening you must take action immediately

### **Leadership Hierarchy - LERP**

Most Impt: Legal

Very Impt: Ethical

Important: Relational

Not so Impt: Procedural

### **SPIE**

Scan

Plan

Implement

Evaluate

FMLA-Fifty – The Family and Medical Leave Act applies to any organization that employs 50 or more employees

Types of environment scans:

PEST: political, economic, social, technological

SWOT: Strengths, weaknesses, opportunities, threats

B-PEST: biological, political, economic, social technological.

Maslov's hierarchy of needs is full of SSASS: survival, safety, affiliation, self-esteem, self-actualization

The difference between credentialing and standard setting is the difference between people and things:

- Credentialing assures that a person has a certain knowledge or ability
- Standards assure that things perform in a certain way or have a certain outcome.

Employee performance plans are SMART:

- Specific
- Measureable
- Attainable
- Relevant
- Time-based

RPIE

Research, Planning, Implementation, Evaluation and Feedback

**Test Tips:**

- Answers to questions are generally based on accepted best practices
- The association described in the question is NOT YOUR association, it is the one described in the question
- If the question appears to be about a certain issue, but the answers do not respond to that issue, re-read the question. It is probably about something else
- There are likely to be government relations questions about 501c3 organizations (watch for the curve balls)
- If one of the answer is research, study ask members – it is likely right
- In each set of answers, 2 answers can be eliminated; of the 2 remaining, one is likely to incorporate or imply the inclusion of the other.
- When communication is the issue, remember Member to Member and staff to staff. The only exception is when the CSE must talk to the CEO.
- Issues of standard and/or ethics are often integrated into questions/answer about other subjects
- If the question defined a board issue, look for the answer that included the CEO, likewise if the question is a staff issue, look for the answer that includes the CSE