

Center for Audit Excellence (CAE) Open-Enrollment Registration and Payment How To

***As of 6/23/2025**

Update to CAE Registration & Payment Process

CAE is now transitioning our Open-Enrollment Registration and Payment vendors. In order to prevent disruption to our registration and payment process, during this transition period, CAE will use an interim solution that will require our customers to register by providing the CAE-Training Administrator a copy of the purchase receipt. As the customer, the purchase will be made through pay.gov and registration will ONLY be confirmed once CAE receives the receipt and validates through our finance office. Once payment is reconciled, the purchaser will receive a confirmation email verifying the seat(s) secured.

Instructions:

To pay via pay.gov, go to the website www.pay.gov and enter "GAO" in the search bar. This will take you to a screen that shows a box for CAE. Click "continue" to complete the payment form. The "agreement/bill#" is **CAE-900643-25-001** (do not enter the "CAE"). Payment through Pay.Gov can be made with a debit/credit card, PayPal, Venmo, or by Automated Clearing House (ACH). **Please include POC email in the "Additional Information" field within Pay.Gov*

Course Fee: \$470/person/course

**Please note that if you are registering multiple individuals, you can submit as one payment versus multiple individual payments. E.g. If registering 4 individuals for any of the available sessions, do one Pay.Gov transaction for \$1,880 instead of 4 transactions of \$470 each.*

CPEs: 8

Who Should Attend

- Qualified professionals working for the federal or state government and local audit organizations can register.
- All scheduled courses will be offered in a virtual format. Because we continue to offer highly interactive courses, we will be capping enrollment at 27 per course. Courses fill on a first-come, first-served basis.

Calendar of Courses:

• All Sessions listed are held virtually over 2 consecutive days from 12:30-4:30pm, Eastern Standard Time, unless noted otherwise. (*See page 2)

COURSE TITLE	SESSION DATES	STATUS	AVAILABLE SEATS
Understanding & Assessing Internal Control in Audits	23-24 April 2025	Closed	0
Understanding & Using Generally Accepted Government Auditing Standards (Yellow Book) *Includes: 2024 GAGAS update. Effective 15 December 2025	5-6 May 2025	Closed	0
Planning Performance Audits	28-29 May 2025	Closed	0
Selecting & Applying Performance Audit Methodologies	17-18 June 2025	CANCELLED	0
Message Development & Report Writing	23-24 June 2025	Closed	11
Data Analysis: Enhancing the Impact of Performance Audits	25-26 June 2025	CANCELLED	0
Planning Performance Audits	9-10 July 2025	Open	24
Understanding & Assessing Internal Control in Audits	14-15 July 2025	Open	25
Understanding & Using Generally Accepted Government Auditing Standards (Yellow Book) *Includes: 2024 GAGAS update. Effective 15 December 2025	4-5 August 2025	Open	24
Critically Reviewing Drafts & Providing Effective Feedback	6-7 August 2025	Open	23
Message Development & Report Writing	10-11 September 2025	Open	26
Collecting and Assessing Evidence to Produce Sound Audit Findings	23-24 September 2025	Open	24
TBD:	FY 2026	NA	NA

Requirements:

- \$470.00 per session registrant/seat must be PAID via pay.gov

**Please note that if you are registering multiple individuals, you can submit as one payment versus multiple individual payments. E.g. If registering 4 individuals for any of the available sessions, do one Pay.Gov transaction for \$1,880 instead of 4 transactions of \$470 each.*

****Make note of the available seats above before purchasing through pay.gov, as CAE reserves the right to refuse registration request(s) if seat is not available, even if making payment(s).****

- Forward receipt(s) to: CAE-Open-Enrollment-Courses@gao.gov with the following information: **Copy/Paste this table into the email.*

Course Name	
Session Dates	
Registrant's Name	
Registrant's Email Address	
Purchaser's Email Address if Different than Registrant(s)	
Organization/Company	
Work City, State and Mobile Phone #	

Optional: Mobile Phone Number: For Push Notifications, to include Reminders and Special Announcements

- CAE will reconcile the payment(s) then email confirmation that the seat has been secured.

Policies: *As of 5/07/25

- 1) Pay.Gov/CAE Refund Policy:
 - a) Full refund, transfer, or future credit is available if requested 7 or more days from session start date.
 - b) No refund will be given for any reason if requested less than 7 days from session start date.
 - a. Option 1: Receive Credit for Future Course
 - b. Option 2: Transfer registration to alternate participant for course registered for.
- 2) CAE does **NOT** accept Purchase Orders, process SF-182s, or provide invoices for Open-Enrollment courses at any time, no exceptions.

Additional Information:

- Vendor/POC Name: Center for Audit Excellence
- Phone: 202) 512-4499
- Email Address: CAE-Open-Enrollment-Courses@gao.gov
- Vendor UEI: XCYGNDNJ1KD1
- EIN Number: 52-1654337