Center for Audit Excellence (CAE) Open-Enrollment Registration and Payment How To
*As of 12/08/2025

Update to CAE Registration & Payment Process

IMPORTANT! You MUST send the PAID RECEIPT to CAE to be added to a class roster.

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 pay.gov purchase receipt.* You will complete the purchase through pay.gov. The participant(s) will ONLY be confirmed as added to the course roster once CAE receives the receipt.

Once payment is confirmed received CAE will send an email to the registrant through Zoom Events from noreply-zoomevents@zoom.us. This email will invite the participant to pre-register (name, organization, work city/state, and (optional) mobile number.) Once registered, the participant will receive the following auto-emails: an iCal meeting invite to block date/times of the event, link to the Event Lobby to access materials 2 days before course start date, post-course evaluation link with embedded CPE certificate, and receive other important reminders related to the class. ***IMPORTANT! You MUST send the PAID RECEIPT to CAE to be added to a class roster.***

Instructions: To pay, go to the website https://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* copy/paste but manually enter numbers and dashes only; do NOT include the "CAE": 900643-25-001

Payment through Pay.Gov can be made with a debit/credit card, PayPal, Venmo, or by Automated Clearing House (ACH). *Please include your organization's payment POC's email in the "Additional Information" field within Pay.Gov when making the transaction.*

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.

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

***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). ***

- <mark>The receipt(s) *must* be forwarded to: CAE-Open-Enrollment-Courses@gao.gov with the following information:</mark>

Course Name	
Session Dates	
Registrant's Name	
Registrant's Email Address	
Purchaser's Email Address if Different than Registrant(s)	

Policies: *As of 12/01/25
1) CAE/Pay.Gov 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.
3) CAE reserves the right to cancel courses if registrations do not meet minimum requirements for that class.

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

Calendar of Courses:

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

• <mark>NOTICE: Registration Closes 1-Business Day Before Class Start Date or once full.</mark>

COURSE TITLE:	SESSION DATE:	STATUS:	AVAILABLE SEATS:
Message Development and Report Writing	2-3 December 2025	COMPLETE	0

COURSE TITLE:	SESSION DATE:	STATUS:	AVAILABLE SEATS:
Reviewing Draft Reports & Providing Effective Feedback	14-15 January 2026	Open	25
Using Audit Principles and Practices to Prevent and Detect Fraud	27-28 January 2026	Open	25
Collecting and Assessing Evidence to Produce Sound Audit Findings	10-11 February 2026	Open	23
Data Analysis: Enhancing the Impact of Performance Audits	17-18 February 2026	Open	27
Understanding and Assessing Internal Control in Audits	16-17 March 2026	Open	24

Understanding and Using Generally Accepted Government Auditing Standards (Yellow Book)	**16-17 March 2026**	**Opens**	**24**
TBD: 3rd, 4th Quarters	**FY 2026**	**NA**	**NA**