

Welcome to your CCE Application

Please save this unique link so that you can return to your application at any time.

On completion of this online application, print each page and return the copies in your notebooks to:

American Chamber of Commerce Executives
Certification Department
4875 Eisenhower Avenue, Suite 250
Alexandria, VA 22304-4850 USA

1-800-394-2223

Minimum Number of Points: 175

Please note the application does not calculate your points. You will have spaces provided to enter the points as you complete the application.

Applicants are able to review and make changes to their application before submitting. Please refer to the e-mail instructions or contact [Tammy Green](#).

Click "Next" to start the application.

General Information. Please make necessary corrections below.

First Name

Last Name

Phone Number

Email

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Part I, Section 1: Chamber Career- No points are assigned to Part I, Section1

Please abbreviate where necessary to fit information into the space provided. This is so that all the information will fit on the page when printed landscape.

Chamber:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position Title:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City, State, Zip:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dates - month/ year to month/year:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service Area Population:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Membership - Starting/ Present:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Membership Income - Starting/ Present:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Organization Income - Starting/ Present:					
Number of Full-Time Staff- Starting/ Present:					
Number of Part-Time Staff- Starting/ Present:					

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Part II, Section 1: Education (46 Points Maximum)

Please abbreviate where necessary to fit information into the space provided. This is so that all the information will fit on the page when printed landscape.

II.1.1 Please provide your educational history.

	Associates Degree - 10 points/10 point maximum	Undergraduate degree- 30 points/30 point maximum	Graduate degree- 10 points/10 point maximum	Undergraduate & graduate business courses related to chamber management- 3 points each/6 point maximum
College/ University				
Major Degree				
Year of completion				

The total possible for the above is 46 points. Enter your points (will not calculate):

Part II, Section 2: Continuing Education - 102 Points Maximum

Please abbreviate where necessary to fit information into the space provided. This is so that all the information will fit on the page when printed landscape.

II.2.1 Please list your national chamber management conferences/seminars. (If ACCE event, it is not necessary to repeat information here, attach ACCE “event history” document with your application.)

Enter location and year for each that was attended.

National Chamber Management Conferences/Seminars: 5 points each/ 30 point maximum (only need 6)	Select One	Provide Location (optional):	Year Attended:
Conference One			
Conference Two			
Conference Three			
Conference Four			
Conference Five			
Conference Six			

The total possible for the above is 30 points. Enter your points (will not calculate):

II.2.2 Please list your state/regional chamber conferences/seminars. (If ACCE event, it is not necessary to repeat information here, attach ACCE “event history” document with your application.)

State/Regional Chamber Conf/Seminars: 3 points each/ 12 points maximum (only need 4)	Provide Location (optional):	Year Attended:
Conf. One		
Conf. Two		
Conf. Three		

Conf. Four		
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The total possible for the above is 12 points. Enter your points (will not calculate):

Chamber of Commerce Institute for Organization Management

6-year program will earn 5 points per year/30 points maximum.

4-year program will earn 7 points for every year completed/28 points maximum.

	Year One	Year Two	Year Three	Year Four	Year Five	Year Six
Please provide location:						
Year:						

See above for total possible points. Enter your points (will not calculate):

II.2.4 Please list your Center for Creative Leadership or Aspen Institute participation:

5 points each/10 points maximum.

Advanced Leadership Programs (Center for Creative Leadership, Aspen Institute)	CCL	Aspen Institute
Year(s) that you attended:		

The total possible for the above is 10 points. Enter your points (will not calculate):

II.2.5 Please list other association conferences/seminars relating to business/community/organization management:

3 points each/12 points maximum.

Other association conferences/seminars	Select one:	Provide Location (optional):	Year Attended
Conf./Seminar One			
Conf./Seminar Two			
Conf./Seminar Three			
Conf./Seminar Four			

The total possible for the above is 12 points. Enter your points (will not calculate):

II.2.6 List teleseminars attended: 1 point each/8 points maximum.

ACCE, US Chamber of Commerce teleseminars	Program Name:	Year:
Teleseminar One		
Teleseminar Two		
Teleseminar Three		
Teleseminar Four		
Teleseminar Five		
Teleseminar Six		
Teleseminar Seven		
Teleseminar Eight		

The total possible for the above is 8 points. Enter your points (will not calculate):

The total possible for this section is 102 points. Add all points boxes from this section and insert your total:

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Section IV, Part 1: References: Applications submitted without appropriate documentation will be declined. Documentation is reviewed as part of the application and interview evaluation processes.

Please abbreviate where necessary to fit information into the space provided. This is so that all the information will fit on the page when printed landscape.

IV.1.1 List the complete below for the following: one (1) chamber of commerce executive from within your state or if possible, a CCE; two (2) community leaders; and two (2) volunteer chairman/president within the last four years.

NOTE: The CCE Commission will verify three of the five references. Next to the name please be sure to list which requirement you are fulfilling. (CCE, Community Leader, etc.)

	Chamber Executive	Community Leader One	Community Leader Two	Volunteer Chairman/ President One	Volunteer Chairman/ President Two
Name					
Title					
Address					
City, State, Zip					
Office telephone number					
Email					



Part III, Section 1: Professional Excellence: Professional Contributions - 30 Points Maximum

Please abbreviate where necessary to fit information into the space provided. This is so that all the information will fit on the page when printed landscape.

III.1.1 Were you ever an instructor or presenter for a seminar or workshop hosted by ACCE, U.S. Chamber of Commerce, state/regional chamber association or related chamber/association management organization? You may only receive credit once for a course taught multiple times in a given event. 5 points each/15 points maximum.

	Instructor One	Instructor Two	Instructor Three
Conf.:			
Organization:			
Session Title:			
Location/ Year:			

The total possible for the above is 15 points. Enter your points (will not calculate):

III.1.2 Have you ever authored a chamber or an association management article? (Article cannot be a result of employment)

5 points each/15 point maximum

	Article One	Article Two	Article Three
Publication:			
Article title:			
Year:			

The total possible for the above is 15 points. Enter your points (will not calculate):

The total possible for this section is 30 points. Add all points boxes for this section and insert your total:

Part III, Section 2: Leadership: Professional and Civic - 126 Points Maximum for Section 2

Please abbreviate where necessary to fit information into the space provided. This is so that all the information will fit on the page when printed landscape.

Do not duplicate points (i.e.: points will not be allotted for serving as an officer if serving on the board of the same organization for the same year/term.)

III.2.1 List board officer positions held each year in national/state/regional/local professional and civic associations/organizations.

Chamber-related - 45 points maximum; Civic-related - 15 points. maximum

	Organization	Position
Board Officer Position One		
Board Officer Position Two		
Board Officer Position Three		
Board Officer Position Four		
Board Officer Position Five		

The total possible for the above is 60 points. Enter your points (will not calculate):

II.2.2 List board member (non-officer) involvement:

Chamber-related - 25 points maximum; Civic-related - 10 points maximum.

	Organization	Position
Board Position One		
Board Position Two		
Board Position Three		
Board Position Four		
Board Position Five		

The total possible for the above is 35 points. Enter your points (will not calculate):

III.2.3 List committee/task force chairperson positions held each year in national/state/regional/local professional and civic associations/organizations.

Chamber-related - 12 points maximum; Civic-related - 9 points maximum.

		Organization	Position
Officer Position One			
Officer Position Two			
Officer Position Three			
Officer Position Four			
Officer Position Five			

The total possible for the above is 21 points. Enter your points (will not calculate):

III.2 4 If you have had other leadership experience (professional or civic) that you were unable to find a category for, please describe below. Include scope of work, position held and term.

10 point maximum to be determined by CCE Commission.

The total possible for this section is 126 points. Add all points boxes for this section and insert your total:

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Part III, Section 3: Professional and Civic Awards/Certifications: Professional and Civic Awards/Certifications 16 Points Maximum for Section 3

*Please abbreviate where necessary to fit information into the space provided.
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III.3.1 National/state/regional/local service awards/honors received from business or community groups for contributions during your tenure as a chamber executive: **3 points each/6 points maximum.**

	Award/Honor One	Award/Honor Two
Award/Honor:		
Reason/Purpose:		
Awarding Organization:		
Community/State:		
Year:		

The total possible for the above is 6 points. Enter your points (will not calculate):

III.3.2 List professional certifications (designations) and accreditations you have earned: **5 points/10 points maximum.**

	Certification	Certification	Year Awarded	Awarding Organization
Certification/Designation One				
Certification/Designation Two				
Certification/Designation Three				

The total possible for the above is 10 points. Enter your points (will not calculate):

The total possible for this section is 16 points. Add all points boxes for this section and insert your total:

Section IV, Part 2 - Documentation: Applications submitted without appropriate documentation will be declined. Documentation is reviewed during the application and interview processes.

IV.2.1 Include the following documents for the previous and current year:

Chamber Long Range Strategic Plan - Previous Year

Chamber Long Range Strategic Plan - Current Year

Chamber Annual Bus. Plan or Program of Work- Previous Year

Chamber Annual Bus. Plan or Program of Work - Current Year

Chamber Annual Report- Previous Year

Chamber Annual Report - Current Year

Include Annual budget- Previous Year

Include Annual budget - Current Year

Include an audited financial statement (all chamber operations; "review" not accepted).- Previous Year

Include an audited financial statement (all chamber operations; "review" not accepted) - Current Year

Include the following documents for the current year:

Your Position Description

Chamber Staff Organization Chart

Personnel Manual/Policy Manual

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Section V: Total Points

Please total the section points for the entire application and enter here

Minimum points needed: 175. Maximum points possible: 320.

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