

2025 CCE APPLICATION



Please refer to the [CCE Application Guidelines](#) for instructions on submitting your application and supporting materials. When your application is complete, upload it to the [CCE Application form](#). If you have any questions, contact Ashley Purdy at apurdy@acce.org.

Personal Information	
First Name	Last Name
Title	
Email	Phone

Career History		
Please list your jobs in reverse chronological order starting with your most recent position.		
Current Chamber		
Title		
City	State	Zip Code
Dates of Employment		
Previous Chamber or Other Position		
Title		
City	State	Zip Code
Dates of Employment		
Previous Chamber or Other Position		
Title		
City	State	Zip Code
Dates of Employment		
Previous Chamber or Other Position		
Title		
City	State	Zip Code
Dates of Employment		
Previous Chamber or Other Position		
Title		
City	State	Zip Code
Dates of Employment		

Education

In Section A, please use the points for the highest level of education received. For example, if you have a bachelor's degree, you will use 20 points as your total, even if you also have an associate degree. In Section B, note points for all other degrees and coursework you may have. Put the totals for each section in the column on the right.

Section A – Primary Degree

Associate Degree – 10 points

College/University:

Graduation Year:

Bachelor's Degree – 20 points

College/University:

Graduation Year:

Master's Degree – 30 points

College/University:

Graduation Year:

Section B – Additional Degrees

JD, PhD, or other professional degree – add 15 points

College/University:

Degree:

Graduation Year:

Additional related coursework – add 3 points each

Please list the course, educational institution, and date:

Continuing education/post graduate certificate – add 5 points per course

Please list the certificate, educational institution, and date:

TOTAL (maximum 50 points)

Professional Development

In this section, please note your participation in professional development activities. Use the space in each box on the left to list the activity and the date. Put the total for the section in the box on the right.

Business, Community, or Organization Management Conference (non-ACCE conferences, such as IEDC, ASAE, US Chamber, etc.) – 5 points for each conference attended (list below)

ACCE Convention – 5 points for each convention attended (list below)

State and Regional conferences (ACCE Membership and Revenue Development, ACCE Events and Communications, WACE, etc.) – 3 points for each conference attended (list below)

Completed cohort programs (ACCE Fellowship for Education and Talent, Business Leads Fellowship, Equitable Credential Attainment Cohort, Economic Mobility for Rural Workers Cohort, etc.) – 10 points each (list below)

<p>IOM – 30 points* (list graduation year and site) *If you have not completed all of IOM, please contact Ashley Purdy at apurdy@acce.org to determine your points for partial completion.</p>	
<p>WACE Academy – 15 points or 5 points per year completed (list below)</p>	
<p>ACCE eCourses – 3 points (list below)</p>	
<p>Certificate in Chamber Management courses – 3 points per individual course, 25 points for completing the entire certificate (list courses below)</p>	
<p>Webinars – 1 point each (limit 8 points, list below)</p>	
<p>Other professional certificates (Workforce Development Fundamentals, etc.) – 5 points each (list below)</p>	

Other professional certifications (CAE, CEcD, ACE, etc.) – 10 points each (list below)	
Other professional development related to your field – points TBD. Please submit a course syllabus to determine points.	
TOTAL (maximum 110 points)	

Professional Contributions	
In this section, please note your professional contributions. Use the space in each box on the left to list the activity and the date. Put the total for the section in the box on the right.	
Presentations at ACCE or other industry conferences – 5 points (list below)	
Articles published for chamber/association management publications (not your own chamber's publication) – 5 points (list below)	
Blogs written for chamber/association management publications (not your own chamber's blog) – 3 points (list below)	

Volunteer work at ACCE or other chamber management associations, including Advisory Council leadership, mentoring or coaching positions (separate from board service) – 5 points (list below)	
Presentations on chamber industry work to non-chamber audiences at state/national conferences – 3 points (list below)	
TOTAL (maximum 30 points)	

Professional and Civic Leadership – Board-Related

In this section, please note your professional and civic leadership. Use the space in each box on the left to list the activity and the date. Put the total for the section in the box on the right.

Note:

- Please do not include anything in this section that is considered part of your job. For example, if the chamber is automatically given a board position at an organization and you serve in that role, that would be considered part of your job. This section is for anything **above and beyond** your daily responsibilities in your work.
- No organization can be used more than twice in this section. For instance, if you’ve held a board position at your Rotary Club for ten years, you may only use two of those terms for credit in this section.
- If there is something that is within the scope of your job that you feel like you should get credit for, please contact Ashley Purdy at apurdy@acce.org for consideration.

Board Officer Positions – 20 points for national per term, 15 points for state/regional/local per term (list below)	
---	--

Board Member Positions (non-officer) - 10 points for national per term, 5 points for state/regional/local per term (list below)	
TOTAL (maximum 100 points)	

Professional and Civic Leadership – Non Board-Related

In this section, please note your professional and civic leadership that is not related to board work. Use the space in each box on the left to list the activity and the date. Put the total for the section in the box on the right.

Note:

- Please do not include anything in this section that is considered part of your job. For example, if the chamber is automatically given a position at an organization and you serve in that role, that would be considered part of your job. This section is for anything **above and beyond** your daily responsibilities in your work.
- No organization can be used more than twice in this section. For instance, if you’ve volunteered with an organization for ten years, you may only use two of those years/terms for credit in this section.
- If there is something that is within the scope of your job that you feel like you should get credit for, please contact Ashley Purdy at apurdy@acce.org for consideration.

Task Force or Committee Position (special committees, local government task force, etc.) – 5 points for national, 4 points for state/regional/local (list below)	
--	--

Regional or local leadership program – 10 points (list below)	
TOTAL (maximum 25 points)	

Professional and Civic Awards	
<p>In this section, please list awards and honors received from business and community groups for your work during your tenure as a chamber professional. Points will not be granted for awards received by your chamber. Use the space in each box on the left to list the award/honor, awarding organization, and the date. Put the total for the section in the box on the right.</p>	
Award/Honor – 3 points (list below)	
TOTAL (maximum 6 points)	

Financial Oversight Information and Documents
<p>The audit is no longer a requirement to apply for your CCE. However, we do request information about the financial oversight process at your chamber if your chamber does not complete an audit.</p> <p>Each candidate will receive <u>three</u> points in this section for submitting the documents and answering the questions (if required).</p>

<p>Does your chamber complete an audit? Yes - Please submit your most recent audit with your application. (3 points)</p> <p>No - Please see the documentation section of the application for additional questions and be prepared to submit your chamber's recent financial reviews or year-end financial statements. (3 points)</p>	
TOTAL (maximum 3 points)	

Other
<p>Please list and describe any additional professional or civic leadership experience not already listed above. Include scope of work, position held and term. A maximum of 10 points is available for this section, as determined by the CCE Commission.</p>

Totals	
Education (maximum 50 points)	
Professional Development (maximum 110 points)	
Professional Contributions (maximum 30 points)	
Professional and Civic Leadership – Board-Related (maximum 100 points)	
Professional and Civic Leadership – Non Board-Related (maximum 25 points)	
Professional and Civic Awards (maximum 6 points)	

Financial Oversight Information and Documents (3 points)	
TOTAL POINTS FOR CCE APPLICATION	
To be eligible to apply, you must have at least 175 points combined from all sections.	

References

Provide the following list of references: One (1) CCE, preferably from your state; two (2) community leaders; and two (2) volunteer organization chairpersons/presidents who have served within the last four years.

Name	Title
City, State	Reference Type
Email	Phone
Name	Title
City, State	Reference Type
Email	Phone
Name	Title
City, State	Reference Type
Email	Phone
Name	Title
City, State	Reference Type
Email	Phone
Name	Title
City, State	Reference Type
Email	Phone

Documentation

Include the following documents with your application. Please refer to the [CCE Application Guidelines](#) for instructions on how to submit these documents as part of your application. You will upload all of these additional documents on the [CCE application](#).

Checklist:

- Completed Application
- Chamber Strategic Plan – current
- Chamber Annual Business Plan or Program of Work – most recent year
- Chamber Annual Report – most recent year
- Annual Budget – most recent year
- Annual Budget – previous year
- Position Description
- Chamber Organization Chart
- Personnel / Policy Manual
- Resume
- Financial documents
 - Option 1: Audit – most recent year
 - Option 2: Financial review or year-end financial statement – last two years
- *If using option 2, please also include an additional attachment with the answers to the questions below.

If your chamber does NOT conduct an audit, please answer the following questions on a separate sheet and include it with your application documentation.

Describe the financial oversight processes and internal controls that are implemented at your chamber.

- Who compiles the financial statements?
- What sorts of checks and balances does your chamber have in place to ensure separation of duties and proper use of funds?
- Who is responsible for reviewing and approving checks?
- How does your chamber protect against fraud and ensure compliance with legal and regulatory requirements?

If regular audits are not conducted, what is the rationale or reasoning behind that decision?

CCE Ethics Policy Agreement

Please review the [CCE Ethics Policy](#) and electronically sign and date your agreement below.

Electronic Signature	Date
----------------------	------

Signature and Submission

Please electronically sign and date your application below and submit your application and supporting documents on the [CCE Application](#) page. Contact Ashley Purdy at apurdy@acce.org with any questions.

Once we receive your application, we will also email you a link to pay your application fee. This fee must be submitted before a review of your application can be completed. You may also contact our team to pay the application fee over the phone (Ashley Purdy, 703-998-3572).

Electronic Signature	Date
----------------------	------