



## CCE Application Guidelines – 2025

### General

This document contains information on how to complete and submit your [CCE application](#). If you have any questions, please contact Ashley Purdy at [apurdy@acce.org](mailto:apurdy@acce.org).

Tips before you begin:

- **We recommend that you open and save a blank copy of the CCE application to your own computer, and then work from that as you fill out and complete the application. If you work on the application online, changes may not be saved.**
- The application form automatically calculates all points at the end.
- Some parts of this application require a numerical answer. Alpha characters will not be accepted in those sections.
- If your points go over the allowed amount for a section, you will have to adjust your amount. The application will give you a pop-up box that alerts you.

### A note about eligibility

Applicants are required to have at least six years of senior-level chamber management experience and be currently employed in a senior-level chamber management position. To be considered a senior level manager, the applicant must manage a staff, a budget, programs, and have direct contact with the board.

In some cases, several of the required six years of senior-level chamber management experience may be satisfied by senior-level management experience in other membership organizations or other highly relevant professional experience. Eligibility determinations are made by the CCE Commission on a case-by-case basis. Contact [ACCE staff](#) if you believe you have professional experience that may meet these qualifications, **before** submitting your application. In all cases, an applicant's most recent two years of eligible experience must be at a chamber, and the applicant must currently be employed in a senior-level chamber management position.

## Completing your application

***You must record a minimum of 175 points to be eligible for the CCE designation.***

### **Section 1: Chamber Career**

In this section you should list the jobs that you have had in the chamber or related industry. Each position must be listed in order starting with your most recent chamber position. There are no points assigned to this section.

- Note that this section does not count as your resume. You must submit your professional resume as part of this application as well.

### **Section 2: Education (50 Points Maximum)**

This portion of the application asks for your educational background. List all of your educational history.

- In Section A, you will only receive points for the highest degree earned. For example, if you received both an associate and bachelor's degrees, you may include only the points relating to your bachelor's degree.
- In Section B, note points for all other degrees and coursework you may have.

### **Section 3: Professional Development (110 Points Maximum)**

- For recent history of your participation in professional development activities sponsored by ACCE, ACCE members should visit their personal member profile page on the [ACCE website](#). Information on accessing your profile is available [here](#).
- This information will help you determine how many CCE points you have earned through recent ACCE programs. **You may also include previous or additional ACCE professional development programs not included in this listing, along with relevant non-ACCE programs (such as those offered by state associations or the U.S. Chamber), which are also eligible for CCE credit.**
- If you have started Institute for Organization Management but haven't graduated yet, please contact Ashley Purdy at [apurdy@acce.org](mailto:apurdy@acce.org) to determine your points for partial completion.

### **Section 4: Professional Contributions (30 Points Maximum)**

- **Instructor/presenter or ACCE mentor/volunteer:** You accrue points for being an instructor or presenter for a seminar or workshop hosted by ACCE, the U.S. Chamber of Commerce, or a state/regional chamber association or related chamber/association management organization (5 points/presentation). You may also include points for being an ACCE mentor or volunteer (5 points/position).
  - ~ You may only receive credit once for a course taught multiple times.
  - ~ If you taught two different courses at the same event, you may count each one on your application.

- **Author of a chamber or an association management article.** List articles published for chamber/association management publications, including ACCE's *Chamber Executive*. Each article is worth 5 points, not to exceed 10 points for this section.
  - ~ **Articles that are a result of your job responsibilities (for example, an article for your chamber's newsletter) will not be accepted.** You may receive points for a newsletter article for ASAE or another association.
  - ~ Articles must be on topics related to chamber management.

### **Section 5: Professional and Civic Leadership (125 Points Maximum)**

- You may accrue points for each year you serve on a particular board (or as an officer). Please provide the year(s) served where indicated in the application.
- Do not duplicate points. For example, if you serve as an officer on a board during a particular year, you cannot accrue points as a member of that same board that year.

### **Section 6: Professional and Civic Awards/Certifications (16 Points Maximum)**

- **Awards:** List your awards received from business and community groups for work during your tenure as a chamber executive. These awards are worth 3 points each/6 points maximum.
  - ~ Only list awards that you have personally earned, not ones earned by your chamber.

### **Section 7: References**

- You must list five references. Please list references whom you know well. Your references must fall in these three categories.
  - One must be a CCE, preferably serving in a chamber in your state.
  - Two must be community leaders.
  - Two must be volunteer chairpersons/presidents who have served within the last four years.
- Please fill all the boxes in this table.

The reference check is intended to assure that applicants are highly regarded by the chambers and communities they serve. References will be notified that the applicant is pursuing the certification. They will not be informed of examination results.

### **Section 8: Documentation**

Please submit the documentation listed in this section of the CCE application along with your application. Files should be in pdf format.

- We prefer that all documentation relate to your current chamber. However, if it would more appropriately demonstrate your professional skills and experience to submit documentation from your former chamber, please contact [Ashley Purdy](#) to discuss and obtain approval.

### **Submitting your application**

- All applications, including supporting documents, must be submitted by **Friday, February 7, 2025** on the application form: [https://www.surveymonkey.com/r/2025\\_CCE](https://www.surveymonkey.com/r/2025_CCE).
- All applicants will receive a confirmation email within 24 hours after their applications have been received. If you do not receive a confirmation email, please contact [Ashley Purdy](#) as soon as possible.
- 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).

Congratulations on taking the next step in obtaining your CCE! If you have any questions regarding your application, please contact Ashley Purdy at [apurdy@acce.org](mailto:apurdy@acce.org).