



## CCE Points Worksheet

Please use this worksheet to determine how many points you have that will count for your CCE application. If you have any questions, please contact Ashley Purdy at [apurdy@acce.org](mailto:apurdy@acce.org).

### **Education and Experience**

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, even if you also have an associate degree.

In Section B, note points for all other degrees and coursework you may have.

In Section C, calculate your experience based on any **chamber** or **related association** experience.

#### **Section A – Primary Degree**

Associate Degree – 10 points	
Bachelor's Degree – 20 points	
Master's Degree – 30 points	

#### **Section B – Additional Degrees and Coursework**

JD, PhD, or other professional degree – add 15 points	
Additional related coursework – add 3 points each	
Continuing education/post graduate certificate – add 5 points per course	

#### **Section C – Job Experience**

Chamber or related association job experience – 1 point per year (maximum of 15 points)	
<b>TOTAL</b> (maximum 50 points)	

## Professional Development

Business, Community, or Organization Management Conference (non-ACCE conferences, such as IEDC, ASAE, US Chamber, etc.) – 5 points for each conference attended	
ACCE Convention – 5 points for each convention attended	
State and Regional conferences and Meetings (ACCE Membership and Revenue Development, ACCE Events and Communications, Major/Metro/GR meetings, WACE, etc.) – 3 points each	
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	
IOM – 30 points*	
WACE Academy – 15 points or 5 points per year completed	
ACCE eCourses – 3 points	
Certificate in Chamber Management courses – 3 points per individual course, 25 points for completing the entire certificate	
Webinars – 1 point each (limit 8 points)	
Other professional certificates (Workforce Development Fundamentals, etc.) – 5 points each	
Other professional certifications (CAE, CEcD, ACE, etc.) – 10 points each	
Other professional development related to your field – points TBD. Please submit a course syllabus to determine points.	
<b>TOTAL</b> (maximum 110 points)	

\*If you have not completed all of IOM, please contact Ashley Purdy at [apurdy@acce.org](mailto:apurdy@acce.org) to determine your points for partial completion.

## Professional Contributions

Presentations at ACCE or other chamber management association conferences – 5 points	
Articles published for chamber/association management publications – 5 points	
Blogs written for chamber/association management publications (not your own chamber's blog) – 3 points	
Volunteer work at ACCE or other chamber management associations, including Advisory Council leadership, mentoring or coaching positions (separate from board service) – 5 points	
Presentations on chamber industry work to non-chamber audiences at state/national conferences – 3 points	
<b>TOTAL</b> (maximum 30 points)	

## Professional and Civic Leadership – Board-Related

### 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 ask and we can make a decision on that.

Board Officer Positions – 20 points for national per term, 15 points for state/regional/local per term	
Board Member Positions (non-officer) - 10 points for national per term, 5 points for state/regional/local per term	
<b>TOTAL</b> (maximum 100 points)	

## Professional and Civic Leadership – Non Board-Related

### 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 ask and we can make a decision on that.

Task Force or Committee Position (special committees, local government task force, etc.) – 5 points for national, 4 points for state/regional/local	
Regional or local leadership program – 10 points	
NextGen Leadership Program – 15 points	
<b>TOTAL</b> (maximum 25 points)	

## Professional and Civic Awards

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.

Award/Honor – 3 points each	
<b>TOTAL</b> (maximum 6 points)	

## Financial Oversight Information and Documents

The audit is no longer a requirement to apply for your CCE. However, we will request information about the financial oversight process at your chamber. Please plan ahead for these questions and attachments on your final CCE application. **Each candidate will receive three points for this section.**

Does your chamber complete an audit?  
Yes - Please submit your most recent audit with your application.  
No - Please see the application for additional questions and be prepared to submit your chamber's most recent financial review or year-end financial statement.

**TOTAL** (3 points)

## Totals

Education and Experience (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)	
<b>TOTAL POINTS FOR CCE APPLICATION</b>	

\*To be eligible to apply, you must have at least 175 points combined from all sections.\*