

CCE Experience Waiver Eligibility Guide

This guide explains the eligibility requirements for the CCE Experience Waiver and what qualifies as senior-level management experience.

Eligibility Timeline

The CCE Waiver requires six years of senior-level management experience. The table below explains how the full six years may be satisfied.

Period	Requirement
Most recent two years (24 months immediately before the application)	Must be senior-level chamber management experience that satisfies all four pillars outlined below. This portion cannot be satisfied by non-chamber experience, regardless of how relevant.
Remaining four years (to reach the six-year total)	May be satisfied by any combination of: (a) additional senior-level chamber management experience; (b) senior-level management experience at another membership organization; or (c) other highly relevant professional experience.

The waiver does not forgive or reduce any part of the six-year requirement, and it does not shorten the two-year chamber requirement. Both stay fixed. The waiver's purpose is to determine whether an applicant's non-chamber years qualify as senior-level "related experience" under the criteria outlined below. An applicant with six full years of chamber experience does not need a waiver at all; the waiver exists specifically for evaluating years that were not spent at a chamber.

In addition to this six-year history, the applicant must be currently employed in a senior-level chamber management position at the time of application.

The Four Pillars of Senior-Level Management

To count toward the waiver, whether the experience is at a chamber or elsewhere, a period of experience must meet all four of the following criteria. Each is defined below with examples of what counts and what does not.

Manages Staff

The applicant has ongoing, direct responsibility for directing and being accountable for the work of at least one other person, paid or volunteer.

Counts	Does Not Count
- Supervises one or more paid staff (full- or part-time) - Regularly recruits, assigns, trains, and is accountable for the output of volunteers who perform substantive, ongoing organizational work	- Is the sole staff person and does not regularly direct any volunteers - Coordinates with peers who report to someone else - Oversees only one-time, event-day volunteers with

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Contact cce@acce.org for more information.

Counts	Does Not Count
(e.g., a committee of ambassadors, a membership-recruitment volunteer team) • Directly supervises interns	no ongoing recruitment, training, or accountability role • Manages a contracted vendor with no direct oversight of their work

Manages a Budget

The applicant has direct accountability for developing, monitoring, or approving all or a defined portion of the organization's budget, not merely working within one set by someone else.

Counts	Does Not Count
• Owns the full organizational budget • Owns a departmental or program budget with real authority over spending decisions • Builds a budget and is accountable for presenting or defending it to the CEO or board	• Follows a budget set entirely by someone else with no input or accountability for it • Processes routine expense reports or reimbursements only • Awards or distributes funds to others (e.g., grant funding), without accountability for the organization's own budget

Manages a Department or Program Area

The applicant is the senior person responsible for the strategy and outcomes of a defined department, division, or major functional area (e.g., membership, events, communications, economic development), even if that department is the applicant alone, supported by volunteers, at a small chamber.

Counts	Does Not Count
• Leads a functional area as the person accountable for its results, even as a "department of one" • Sets strategy and direction for a program area, not just executes tasks within it	• Performs tasks within a department led by someone else, with no ownership of its strategy or outcomes • Holds a senior-sounding title with no actual functional ownership

Direct Contact with the Board

The applicant has substantive, ongoing responsibility for informing, communicating with, or supporting the work of the organization's governing board, whether or not the applicant personally presents to the board in person.

Counts	Does Not Count
• Regularly attends and/or presents at board meetings • Is the substantive author or owner of board reports or briefing materials, even if a CEO or supervisor delivers them to the board on the applicant's behalf	• Serves as a board member, whether of the applicant's own chamber or any other organization. Board membership is governance experience, not

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Counts	Does Not Count
• Serves as principal staff liaison to a board committee • Has regular direct communication with board officers or the board chair on department or organizational matters	staff management experience, and does not satisfy this pillar • Attended a board meeting once or twice with no substantive responsibility • Has only secondhand awareness that the board exists or occasionally hears about board matters

Serving on a board (governance) is different from working for or under a board (staff management). Only the latter satisfies this pillar.

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