

Application deadline: Jan. 9, 2009



**Ohio Accrediting Program for Chamber of Commerce Executives
CCEO-AP
Re-accreditation Application**

Re-accreditation for the CCEO-AP is required after five (5) years. An appropriate lapel pin will be presented at a CCEO Conference following each re-accreditation. Criteria for re-accreditation shall include the following:

*Five (5) additional years of service as a chamber of commerce manager; and
Thirty-five (35) points of ongoing training and participation*

Name: _____

Organization: _____

Address: _____

City/State: _____ Zip: _____

Telephone: _____ FAX: _____ E-mail: _____

Total Points

1. List by dates continuous employment as a chamber of commerce manager.

Dates of Employment Chamber Position

Each year job experience is worth 1 point. Point credits for equivalent experience is at the discretion of the Accreditation Review Committee.

1. _____
(Required)

2. Attach proof of U.S. Chamber of Commerce Institute for Organization Management attendance during the past five years.

*Institute attendee earns 1 point per completed year, or 12 points for graduation.
Each IAM year is worth 2 additional points.*

2. _____

3. Indicate dates of attendance at a minimum of three CCEO conferences over a minimum three-year period. *Maximum of 14 points @ 2 points for each conference.*

Year(s) _____ CCEO Annual Meeting
Year(s) _____ CCEO Regional Conference
Year(s) _____ CCEO Mid-Winter Conference
Year(s) _____ CCEO Leadership Workshop (with at least one volunteer)
Year _____ CCEO Facilitation Training

3. _____
(Max. 14 pts.)

4. Indicate dates of attendance at a maximum of three conferences/meetings. *Maximum of 6 points @ 2 points for each conference/meeting.*

_____ Leadership Ohio - 6 points
_____ U.S. Chamber of Commerce regional conference
_____ State Chamber of Commerce legislative conference
_____ NAMD annual conference
_____ ACCE annual conference
_____ Ohio Development Association annual conference
_____ Other (must be approved by Accreditation Review Committee) 4. _____

(Max. 6 pts.)

Continue on next page.

5. Check & enter details (date, committee, etc.) in at least three of the following categories of volunteer leadership.

Minimum of 12 points @ 4 points for each activity.

- Class advisor, Institute for Organization Management. (Details: _____)
- Member of CCEO committee (4 points for service on each committee). (Details: _____)
- Chairman, CCEO conference (4 points per committee chaired). (Details: _____)
- CCEO conference speaker/presenter/panel member. (Details: _____)
- Member, CCEO Board of Directors. (Details: _____)
- Officer, CCEO Board of Directors. (Details: _____)
- Ohio Business Week advisor or presenter (or enterprise/education organization). (Details: _____)
- Member, Board of Regents, Institute for Organization Management. (Details: _____)
- Facilitated CCEO session to CCEO member chamber. (Details: _____)
- Other (must be approved by Accreditation Review Committee). (Details: _____)

5. _____
(Min. 12 pts.)

6. Attach description of your involvement and proven accomplishments at local level during the past five years.

Maximum of 8 points @ 2 points for each activity.

- _____ Chamber Accreditation
- _____ Strategic planning
- _____ Membership recruitment
- _____ Financial management
- _____ Tourism
- _____ Economic development
- _____ Downtown revitalization
- _____ Coalition building
- _____ Business/education partnership
- _____ Service organization (Rotary, Kiwanis, Optimist Club, etc.)
- _____ Arts council
- _____ Historical society
- _____ School board
- _____ Business advisory council
- _____ Other (must be approved by Accreditation Review Committee)

6. _____
(Max. 8 pts.)

Total points items 2 - 6 (to be calculated by Review Committee): _____ Minimum of 35

NOTE: Points earned in items 2-6 must have been accomplished in the five years immediately prior to application for re-accreditation.

7. Enclose check payable to CCEO for \$50 application fee, which includes a non-refundable \$10 processing fee.

Signature _____

Title _____ Date _____

Submit completed application form and fee to:

BJ Wiberg, President/CEO
CCEO
P. O. Box 15159
Columbus, OH 43215-0159