

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



The Accredited Professional designation is an approved program sponsored by the Chamber of Commerce Executives of Ohio to recognize professional standards & achievements.

**Deadline to Apply: Received by CCEO Staff no later than January 24, 2020
No Late Applications Accepted**

Purpose:

1. To recognize the professional competency of chamber of commerce executives in the State of Ohio.
2. To provide professional certification to be included with the executive's profile, biography and resume.
3. To encourage chamber of commerce boards of directors to recognize the level of expertise compiled by a professional chamber of commerce executive.

Program Guidelines:

1. Executives that meet the criteria established for the Accredited Professional designation will be recognized at a CCEO conference. At an appropriate local meeting, a CCEO representative will present a lapel pin and official certificate.
2. Re-accreditation will be required after five (5) years. An appropriate lapel pin shall be presented at a CCEO conference following each re-accreditation. Criteria for re-accreditation shall include the following:
 - a. Five (5) additional years of service as a chamber of commerce manager.
 - b. Thirty-five (35) points of ongoing training and participation.

Criteria for accreditation:

1. A minimum of 45 total points is required to receive the Accredited Professional designation. An Accreditation Review Committee appointed by the President of CCEO will award points.
2. Applicant must have at least 5 years of continuous service as a manager of a chamber of commerce and or non-profit association management. **3 of those 5 years must be as the paid professional of a chamber of commerce.**
3. Applicant must be a member in good standing of CCEO at time of application and the CCEO-AP presentation.
4. Applicant must be able to specify activities and conference/meeting attendance that occurred during the five years immediately prior to application.

Summary of Requirements

- Minimum of five years of continuous service as **the lead paid professional** of a chamber of commerce/**and or non-profit association management. 3 of those 5 years must be as the paid professional of a chamber of commerce.**
- Enrolled in U.S. Chamber of Commerce Institute for Organization Management and/or designation as Certified Chamber Executive (CCE) or Certified Association Executive (CAE) by the American Chamber of Commerce Executives (ACCE) and/or at least 5 or more years of senior business and/or non-profit management experience. Each year of business/non-profit management experience earns 1 point. Each year of Institute earns 3 points. Each year of Institute of Advanced Management (IAM) is worth 2 additional points. CCE and/or CAE designation earns 6 points. Point credits for equivalent experience is at the discretion of the Accreditation Review Committee.
- **Minimum** of 12 points @ 3 points each for each CCEO conference/**workshop** over a minimum of three years.
- Maximum of 10 points @ 2 points each for other conferences/meetings over a minimum of three years.
- **Maximum** of 18 points @ 6 points each for each leadership role established.
- Maximum of 10 points @ 2 points each for each local leadership role.
- Maximum of 6 points for essay on chamber management. (*Essay waived for CCE and/or CAE designates*).
- A letter of recommendation from chief elected officer.
- A \$50 application fee.

1st-time application on next two pages.

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First-Time Application

Name: _____

Organization: _____

Address: _____

City/State: _____ Zip: _____

Telephone: _____ E-mail: _____

History of employment as a manager in a chamber of commerce:

Dates of Employment	Chamber/Association	Position
_____	_____	_____
_____	_____	_____

No. of years of continuous non-profit/association management: _____

1. Attach proof of U.S. Chamber of Commerce Institute for Organization Management attendance and/or American Chamber of Commerce Executives designation as CCE and/or CAE, and/or history of employment in senior level business and/or non-profit management. *Institute attendee earns 3 points per completed year. Each IAM year is worth 2 additional points. CCE and CAE designation earns 6 points. Each year job experience is worth 1 point. Point credits for equivalent experience is at the discretion of the Accreditation Review Committee.*

1. Points _____

2. Indicate dates of attendance at a minimum of three CCEO conferences or workshops over a minimum three-year period.
Minimum of 12 points @ 3 points for each conference.

Year(s) _____ CCEO Winter Conference/Annual Meeting
Year(s) _____ CCEO Regional Workshop/Bootcamp

2. Points _____
(Minimum 12 pts.)

3. Indicate dates of attendance at a maximum of three conferences/meetings.
Maximum of 10 points @ 2 points for each conference/meeting.

_____ U.S. Chamber of Commerce regional conference
_____ Ohio Chamber of Commerce legislative conference
_____ Ohio Chamber of Commerce Annual Meeting
_____ Ohio Chamber of Commerce Day at the Capital Session
_____ ACCE annual conference
_____ Other (*must be approved by Accreditation Review Committee*)

3. Points _____
(Max. 10 pts.)

4. Under your leadership, successfully led your chamber through the process of becoming Accredited or Re-Accredited by the U.S. Chamber of Commerce. *Value = 4 points*

4. Points _____

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5. List by dates instances of volunteer leadership in at least two of the following.

MAXIMUM of 18 points @ 6 points for each activity.

- _____ Class advisor, Institute for Organization Management
- _____ CCEO conference speaker/presenter/panel member
- _____ Member, CCEO Board of Directors
- _____ Officer, CCEO Board of Directors
- _____ Ohio Business Week advisor or presenter (or enterprise/education organization)
- _____ Member, Board of Regents, Institute for Organization Management
- _____ Facilitated planning session for a CCEO-member chamber
- _____ Other (must be approved by Accreditation Review Committee)

5. Points _____
(Maximum 18 pts.)

6. Attach description of your involvement and proven accomplishments at local level.

Maximum of 10 points @ 2 points for each activity.

- _____ Strategic planning
- _____ Membership recruitment
- _____ Financial management
- _____ Tourism Manager/Administrator or Board member
- _____ Economic development
- _____ Downtown revitalization
- _____ Coalition building
- _____ Workforce development
- _____ Officer or Board member of service or civic organization
- _____ Public Office
- _____ Business Advisory Council
- _____ Other (must be approved by Accreditation Review Committee)

6. Points _____
(Max. 10 pts.)

7. **REQUIRED** (waived for CCE and CAE designees). *Maximum of 6 points.*

Provide an essay of 250 words (or less) describing your philosophy of chamber management.

7. Points _____
(Max. 6 pts.)

Total points items 1 - 6 (to be calculated by Review Committee): _____ *Minimum of 45*

NOTE: Points earned in items 2 - 5 must have been accomplished in the five years immediately prior to application.

8. Attach a letter of recommendation from your chief elected officer.

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

Signature: _____ Title: _____ Date: _____

Mail completed application form and fee to:
Chamber of Commerce Executives of Ohio
34 S Third Street, Suite 100
Columbus, OH 43215
Email copy of form to coo@cceohio.com