



CHAMBER EXECUTIVE ACCREDITATION PROGRAM

The Illinois Association of Chamber of Commerce Executives (IACCE) established the Illinois Chamber Executive Accreditation Program in 1997 to recognize the professional competency of chamber of commerce professionals in the State of Illinois. The Accredited Chamber Executives (ACE) designation is based upon the experience, service to IACCE, training, continuing education and personal achievement of IACCE members. The ACE award strengthens the career development objectives of IACCE and provides personal recognition to Chamber professionals in Illinois.

Selected recipients receive professional certification to be included with the recipient's profile, biography and resume.

Completed application and supporting material must be submitted to IACCE by September 15 along with a letter of recommendation from your chief elected volunteer and a resume of professional experience.

All applications must be accompanied by a **\$30 application fee**, made payable to IACCE.

Mail to: IACCE Accreditation Program
215 East Adams Street
Springfield, IL 62701

PROGRAM GUIDELINES:

1. The IACCE Board of Directors shall, annually, appoint a review committee of three local chamber executives and a representative from the Illinois Chamber. This committee shall review applications and verify submissions.
2. Chamber professionals that meet the criteria established for the Accredited Chamber Executive (ACE) certification shall be recognized at the IACCE Annual Meeting, held at the Fall Conference. An accreditation lapel pin shall be presented. Recipients will also receive a framed certificate, recognition in the IACCE News and on the IACCE website (www.iacce.org), and recognition letters will be sent to the recipient's local chamber board of directors and local media.

CRITERIA FOR CERTIFICATION:

1. Minimum of fifty (50) total points is required to receive IACCE Accreditation Certification. Points shall be awarded by an official Accreditation Committee of the IACCE.
2. Applicants must have at least five (5) years of continuous employment as a full-time chamber professional.
3. Applicants must be a member in good standing of IACCE at the time of application.
4. Applicants must be able to verify relevant activities and attendance at conference in which they participated during the preceding five (5) years prior to application.

POINT STRUCTURE AS OUTLINED ON ACCREDITATION APPLICATION:

1. **MAXIMUM OF 12 POINTS** – Graduation from the Institute of Organization Management program, or equivalent career and/or management experience, is a mandatory requirement. Institute experience earns twelve (12) points. Point credits for equivalent experience is at the discretion of the committee.
2. **MAXIMUM OF 16 POINTS** – Two (2) points shall be awarded for full participation at IACCE Conferences.
3. **MAXIMUM OF 6 POINTS** – Two (2) points shall be awarded for participation/attendance at recognized professional development conferences, workshops and/or seminars.
4. **MAXIMUM OF 12 POINTS** – Four (4) points shall be awarded for each state-wide or national professional leadership role attained.
5. **MAXIMUM OF 8 POINTS** – Two (2) points shall be awarded for each local leadership role attained.
6. **MAXIMUM OF 6 POINTS** – Six (6) points may be awarded by the committee for the Chamber Management Essay.

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APPLICATION: ILLINOIS CHAMBER EXECUTIVE ACCREDITATION PROGRAM

Date: _____

Name: _____

Organization: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email Address: _____

VERIFICATION OF ACTIVITIES/EXPERIENCE

1. Attach proof (*) of graduation from Institute for Organization Management or prior career and/or management experience**.
** (Committee must approve experience equivalent to Institute)

2. Attach proof (*) of attendance at a minimum of four (4) IACCE Conferences.

IACCE Fall Conference List Years: _____

Learn from the Masters List Years: _____

3. Attach proof (*) of attendance at the following recognized professional development conferences, workshops and/or seminars.

U.S. Chamber Conferences/Meetings List Years: _____

Illinois Chamber Legislative Summit List Years: _____

Illinois Chamber Lobby Day List Years: _____

ACCE Annual or Regional Conference List Years: _____

Mid America Chamber Executives (MACE) List Years: _____

4. Attach proof (*) of volunteer leadership for at least three (3) of the following:

IACCE Committee Member

IACCE Conference Chairperson

IACCE Conference Speaker/Panel Member

IACCE Board Member

IACCE Board Officer

Institute for Organization Management Class Advisor

Institute for Organization Management Board of Regents

Other Chamber leadership position _____

5. Attach proof (*) of involvement and proven accomplishments at local level.

U.S. Chamber Accreditation

Economic Development

Tourism

Leadership Development

Downtown Revitalization

School Board

Service Organization: _____

Other: _____

6. Submit an essay of 250 words maximum describing your philosophy on chamber management using examples from your career in Chamber management positions.

Signature

Title

(*) Examples of proof include letters, brochures, conference programs, certificates, etc.