



Accredited Chamber Executive (ACE) Application for Accreditation or Re-Accreditation

Application for (select one): _____ Accreditation _____ Re-Accreditation # _____

Name _____ Title _____

Chamber _____

of Years in Chamber Work _____ # of Years as Chamber CEO (if applicable) _____

Eligibility for Initial Accreditation:

1. Must be the chief paid executive of a chamber of commerce, or a non-CEO staff professional with definite executive management responsibilities.
2. Must be affiliated with a Chamber that is a member in good standing of WACE

Eligibility for Re-Certification

1. Five additional (5) years of service as the chief paid executive of a chamber of commerce (or a non-CEO with definite executive management responsibilities) since last accredited.
2. Must be affiliated with a Chamber that is a member in good standing of WACE
3. Willingness to author an approved article for publication in WACE's **Chamber Insider** on current chamber issue, trend, or program.

Fee: \$135, which includes a non-refundable \$35 processing fee. If your application is denied, the remainder of your fee will be returned.

- I understand that my ACE designation may be revoked for violations of the ACE Code of Professional Conduct.
- I am willing to author an approved article for publication in WACE's **Chamber Insider** on a current chamber issue, trend or program.

Signature _____ Date _____

Completed forms, with attached documentation (PDF format), must be received by close of business on **November 22, 2024**. Email completed package (or a link to a Google Drive or other cloud folder where files can be accessed) to Glenn@WACEMail.com

Award Requirements

1. Provide evidence of professional development and executive competence as follows. Note that events/trainings used to satisfy these requirements must have occurred during the past five years. A total of thirty-five (35) points from sections 1 and 2 are required.

- a. WACE Conferences (indicate dates and locations) *(5 points each — 15 points maximum)*
- b. WACE or related Professional Events *(2 points each — 8 points maximum from #3)*
 - WACE Webinars (indicate dates and titles – maximum of 4 points from this item)
 - WACE Executive Workshop (indicate date and subject)
 - WACE Academy Plus (indicate date attended)
 - ACCE Annual Conference (indicate date and location)
 - Regional/State Executives Conference (indicate date and location)
 - Other professional development activities (must be approved by WACE)
- c. Professional Leadership and Service *(2 points each — 8 points maximum)*
 - WACE Academy Steering Committee and/or Faculty Member
 - U.S. Chamber Institute Instructor
 - WACE Board of Directors
 - State Chamber Association Board of Directors
 - Other Chamber-related Professional Leadership/Service (must be approved by WACE)

2. "Industry Essentials" — **please submit copies for each "yes" below** (2 points each)

- a. Yes No Do you have a printed program of work, business plan or program priorities brochure and/or printed annual report for your chamber?
- b. Yes No Does your chamber have an annual audit or review by an independent outside company?
- c. Yes No Have your chamber's bylaws been thoroughly reviewed/updated in the past 10 years?
- d. Yes No Do you have a personnel manual?

Sections 1-2 Total Points _____ *(minimum 35 required)*

(Sample proof can be letters, brochures, conference programs, certificate of completion, etc.)

Additional Requirements

- 3. How have you implemented elements of the WACE Chamber Branding research in your Chamber communications? (attached response in 100 words or less)
- 4. Provide a 250-word-or-less essay describing your views on your performance as a chamber executive.
- 5. Letters of recommendation: letters from 2 existing ACE recipients or WACE board members are required from ALL applications. Non-CEO applicants must also include a letter from their CEO that must include a detailed description of the applicant's executive management responsibilities.
- 6. Must successfully pass the "ACE Test". Please contact Glenn Morris to coordinate a time for remote session (approximately 30 minutes)