



# Pennsylvania Certified Chamber Executive (PaCCE)

## **Purpose:**

- To promote the chamber of commerce field as a profession and to recognize those individuals who have attained an established level of achievement within this profession in the state of Pennsylvania.
- To encourage chamber boards of directors to recognize and value the expertise and skills possessed by a chamber of commerce professional.
- To encourage chamber of commerce executives and senior management staff to continually enhance and expand their skills and expertise through the pursuit of professional development and education related to the areas of chamber leadership and management.
- To provide a professional certification that can be included on the profile, biography or resume of chamber executives or senior staff members who achieve the certified status.

## **Background**

In 2008, the Board of Directors of the Pennsylvania Chamber of Commerce Executives (PCCE) began seeking ways to enhance the recognition and public awareness of the chamber of commerce profession. The Board's focus was also on identifying approaches for establishing greater recognition of the chamber of commerce field as a profession and for highlighting the skills and training required of those successfully practicing in the chamber field.

An initiative launched by PCCE to help accomplish these objectives was the establishment of a professional designation to promote and exemplify the excellence and professionalism of Pennsylvania's chamber executives and senior management staff who attain this recognition. This Pennsylvania Certified Chamber Executive (PaCCE) designation would be awarded to those demonstrating a combination of chamber experience, service to PCCE (now PACP), professional achievements and professional development and continuing education.

The PaCCE certification program was not established to replace other professional designation programs, but rather to supplement them by supporting continued career and professional development among Pennsylvania's chamber professionals and providing them with an opportunity for professional recognition.

## **PaCCE Process**

### **Criteria For Achieving PaCCE Certification**

- A minimum of 70 points is required to receive the PaCCE designation. A Certification Review Committee appointed by the Chair of PACP will determine points achieved by each PaCCE applicant.
- An applicant must have at least five years of continuous service as a chamber of commerce chief paid executive and/or senior management staff member.
- An applicant must have served in a chamber executive and/or senior management position in Pennsylvania for a minimum of three years prior to their application for the PaCCE certification.
- An applicant must be enrolled in or have completed the U.S. Chamber of Commerce Institute for Organization Management and/or have achieved the designation of Certified Chamber Executive (CCE) or Certified Association Executive (CAE).
- An applicant must have been a member in good standing of PACP for at least two years prior to their application for the PaCCE certification and must remain a member in good standing at the time of application and throughout the certification and award process.

- Attendance at all meetings and conferences referred to on the application must have occurred during the five years immediately prior to application for the PaCCE designation, and an applicant must be able to specify activities and conference/meeting attendance that occurred during this period.
- **If the applicant has achieved his/her CCE, the requirements listed below are waived except that the applicant must have served a minimum of three years as a chamber executive and/or in senior management in Pennsylvania. The non-refundable processing fee for a CCE will be \$25.**

### **The Certification Process**

- The PaCCE program is a three-part process consisting of:
  1. Application -- The applicant must complete the attached program application and supply supporting documentation for each question that applies.
  2. Essay – The applicant must prepare a 250-300 word essay discussing their chamber management and leadership philosophy and their chamber career objectives.
  3. Recommendations – The applicant must provide letters of recommendation from each of the following:
    - a. Current Board Chair
    - b. A Past Board Chair
    - c. Two PACP peers
- The applicant will submit the application and essay along with a **non-refundable \$75 processing fee** to PACP's Administrator.
- The letters of reference must be sent, by the individuals submitting them, directly to the PACP address that appears below rather than being submitted with the application and essay. It will be the responsibility of the PaCCE applicant to ensure that all letters of reference are sent in time to ensure their arrival by the application deadline.

### **Program Guidelines**

- Chamber executives and senior management staff members who meet the established criteria will be awarded the PaCCE designation at the PACP Chamber Professionals & Leadership Conference in October. Individuals receiving the PaCCE designation will be presented with a lapel pin and a plaque.

### **Deadline For Applications**

Completed applications must be received at the PACP offices no later than **Tuesday, August 31, 2021** and should be sent to:

Pennsylvania Association of Chamber Professionals (PACP)  
Attn: PaCCE Certification Committee  
1622 Tarklin Valley Road  
Knoxville, TN 37920

Application checks should be made payable to PACP. Should you have any questions about the PaCCE process, please contact your PACP Administrator, Tiffany Fulmer Ott, at (404) 312-0524 or [tfulmer@tlfexecutiveservices.com](mailto:tfulmer@tlfexecutiveservices.com).



# Pennsylvania Certified Chamber Executive (PaCCE) Deadline for Application – **Tuesday, August 31, 2021** Application

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Chamber: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Certification Criteria

### 1. Chamber of Commerce Employment History

No. of Years Employed at Current Chamber: \_\_\_\_\_ No. of Years in Chamber Profession: \_\_\_\_\_

<u>Dates of Employment</u>	<u>Chamber</u>	<u>Position</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Point Value -- 1 point for each year of chamber executive or senior management experience.  
(Maximum of 15 points)*

**1. Points \_\_\_\_\_**

### 2. Institute for Organization Management

Attach proof of:

- U.S. Chamber Institute for Organization Management attendance  
*Point Value – 3 points per completed year. (Maximum of 18 points)*
- U.S. Chamber Institute for Organization Management – Faculty or Class Advisor  
*Point Value – 3 points for each three-hour course taught/presented or class advised  
(Maximum of 6 points)*

**2. Points \_\_\_\_\_**

3. Chamber Accreditation

List any chambers which, under your leadership, achieved Accreditation or Re-Accreditation by the U.S. Chamber of Commerce:

<u>Chamber</u>	<u>Accreditation</u>	<u>Re-Accreditation</u>	<u>Month/Year</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Point Value: 4 points for each chamber Accreditation or Re-Accreditation received under your leadership. (Maximum of 12 points)*

**3. Points \_\_\_\_\_**

4. ACCE Participation

ACCE Conferences/Conventions:

Indicate dates and locations of ACCE conferences or conventions attended during the past five years.

<u>Year</u>	<u>Location</u>
_____	_____
_____	_____
_____	_____
_____	_____

*Point Value: 3 points for each conference/convention attended. (Maximum of 15 points)*

ACCE Leadership Positions:

Indicate dates and position held within ACCE (Officer, Board, Committee Chair, Speaker).

<u>Position Held</u>	<u>Years</u>
_____	_____
_____	_____
_____	_____
_____	_____

*Point Value: 3 points per year for each officer position, 2 points per year for Board positions, 2 points per year for committee chair positions and 1 point for each ACCE conference workshop or panel presentation. (Maximum of 15 points)*

**4. Points \_\_\_\_\_**

5. U.S. Chamber Participation

Indicate dates and locations of U.S Chamber conferences or conventions attended during the past five years.

<u>Year</u>	<u>Location</u>
_____	_____
_____	_____
_____	_____
_____	_____

*Point Value: 3 points for each conference/convention attended. (Maximum of 15 points)*

U.S. Chamber Leadership Positions:

Indicate dates and position held within U.S. Chamber leadership (Officer, Board, Committee Chair, Speaker).

<u>Position Held</u>	<u>Years</u>
_____	_____
_____	_____
_____	_____

*Point Value: 3 points per year for each officer position, 2 points per year for Board positions, 2 points per year for committee chair positions and 1 point for each U.S. Chamber conference workshop or panel presentation. (Maximum of 15 points)*

**5. Points \_\_\_\_\_**

**6. PACP Participation**

PACP Conferences/Meetings:

Indicate years and locations of a minimum of three PACP events or conference attended during during the past five year.

<u>Year</u>	<u>Chamber Day</u>	<u>PACP Conference</u>	<u>Location</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Point Value: 2 points for each conference attended. (Maximum of 20 points)*

PACP Leadership Positions:

Indicate dates and position held within PACP leadership (Officer, Board, Committee Chair, Speaker).

<u>Position Held</u>	<u>Years</u>
_____	_____
_____	_____
_____	_____

*Point Value: 3 points per year for each officer position, 2 points per year for Board positions, 2 points per year for committee chair positions and 1 point for each PACP conference workshop or panel presentation. (Maximum of 15 points)*

**6. Points \_\_\_\_\_**

**7. Professional and Civic Leadership**

Indicate the local, regional, and state professional and civic leadership roles you have served:

<u>Organization</u>	<u>Position Held</u>	<u>Years</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Point Value: 3 points per year for each officer position, 2 points per year for Board positions, 2 points per year for committee chair positions and 1 point for each workshop or panel presentations. (Maximum of 15 points)*

**7. Points \_\_\_\_\_**

**8. Authorship of National or Regional Chamber-Related Publications/Articles**

<u>Title of Publication/Article</u>	<u>Where Published or Appearing</u>	<u>Year</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Point Value: 3 points for each publication or article authored. (Maximum of 9 points)*

**8. Points \_\_\_\_\_**

**Total Points for Items 1 – 8: \_\_\_\_\_ (Minimum of 70 points required)**  
 (To be confirmed by Certification Review Committee)

**To Be Enclosed with This Application – A non-refundable application check for \$75 made payable to PACP.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Mail copy of completed Application & Essay, along with check to:  
 Pennsylvania Association of Chamber Professionals (PACP)  
 Attn: PaCCE Certification Committee  
 1622 Tarklin Valley Road  
 Knoxville, TN 37920

**Deadline for Application – Tuesday, August 31, 2021**