



# ACCREDITED CHAMBER EXECUTIVE DESIGNATION

The Accredited Chamber Executive (ACE) designation is Canada's national professional designation for Chamber of Commerce / Board of Trade staff. It recognizes individuals who have demonstrated a high standard of professional competence, leadership, and a commitment to continuous growth within the Chamber Network.

## LEVELS OF ACHIEVEMENT

Your years of service employed as a Chamber professional, combined with your participation in eligible professional development activities, will determine which level of accomplishment you're eligible to receive.

Experience refers to the number of years that you've been employed in the Chamber Network. Any Chamber employee in a permanent position (full time or part time) is eligible to apply.

- Bronze: Must have 2 years' experience and earn 50 points
- Silver: Must have 4 years' experience and earn 70 points
- Gold: Must have 8 years' experience and earn 90 points
- Diamond Distinction: Must have 12 years' experience and earn 120 points

You do not need to achieve the levels in succession. If you meet the minimum years of service and the required points, you can achieve the corresponding level immediately.

## ELIGIBILITY CRITERIA

1. Must be employed full-time or part-time by a Chamber of Commerce / Board of Trade in Canada
2. Must be a member of CCEC and the provincial Chapter if one exists
3. Must have achieved a minimum of 2 years of consecutive employment by June 26, 2026 to achieve the bronze level.

## IMPORTANT DATES

Applications open: February 5, 2026

Applications close: June 26, 2026



Accredited  
Chamber  
Executive

Cadre de  
chambre  
accrédité

## DESIGNATION BENEFITS

Successful applicants will be notified and announced on social media in July. You will be provided with a digital certificate of accomplishment, a weblink to add the credential to your LinkedIn profile, and exclusive access to the ACE logo.

Physical certificates will be presented during the #CCEC26 conference in Victoria, BC. If you do not register for the event your certificate will be mailed to you.

The designation is valid for 3-years and then must be renewed. Applications submitted during the 2026 intake period will be valid for 2026-2029.

## COST

The cost to achieve the ACE designation is \$300 for the bronze, silver and gold level, and \$500 for the diamond distinction level.

## APPLICATION PROCESS

**Step 1:** Complete the ACE Designation calculator to determine how many points you've earned.

**Step 2:** Request a reference letter from your provincial / territorial Chamber, the national Chamber, your provincial Chapter or a Chamber peer, confirming your participation in the Chamber Network.

**Step 3:** Fill out the online ACE Designation application form. Enter the number of points you've earned, along with the list of eligible activities.

**Step 4:** Attach the ACE designation calculator and reference letter to your application and submit it.

**Step 5:** CCEC's Recognition Committee will review and approve applications after the application deadline.

**Step 6:** Successful applicants will be notified, invoiced, and provided with marketing materials in July.

## APPLICATION TIPS

### Timeline for Eligible Activities:

Earn points for achievements and professional development activities undertaken over the past 3 years – 2025, 2024 and 2023.

You may include activities undertaken completed in 2026 up until the application is submitted. Only include activities that have been completed at the time of your application submission. Do not include future planned activities.

### Participation in CCEC Activities:

Login to CCEC's Member Resource Center, click "Events" in the top toolbar, and then "Events I've attended / checked-in" on the left. This will generate a list of CCEC's activities that you've completed.

All of the documents in the template library within CCEC's Member Resource Center are tagged by Chamber and the year the document was uploaded. Use the search function to see the documents that have been submitted by your Chamber.

## **APPLICATION GUIDE**

### **Years of Service:**

**The intent of this section is to encourage the Chamber profession as a career, recognizing professionals who remain in the Chamber Network for a number of years.**

Claim 1 point for each year that you've been employed in the Chamber profession in any role.

#### **Eligibility:**

- Must be employed full-time or part-time by a Chamber of Commerce / Board of Trade in Canada
- Must have achieved 2 years of consecutive employment by June 26, 2026

### **Network Participation:**

**The intent of this section is to recognize the value of connectivity within the Chamber Network, acknowledging that Chamber professionals benefit from sharing best practices and engaging with peers.**

Claim 1 point for each document that you've submitted to CCEC's Member Resource Centre, up to a maximum of 10 points.

Claim 5 points if you're a member of your provincial/territorial/regional Chamber of Commerce.

Claim 5 points if you're a member of the Canadian Chamber of Commerce.

#### **Eligibility:**

- Must be a member of CCEC and the provincial Chapter if one exists

### **Professional Development:**

**The intent of this section is to encourage continuous learning and participation in professional development training within and beyond the Chamber Network.**

Claim 5 points for each conference attended within the Chamber Network:

- CCEC's annual conference
- Provincial chapter's professional development conference
- Canadian Chamber of Commerce's AGM & Convention
- Provincial / territorial Chamber of Commerce's annual conference
- Association of Chamber of Commerce Executives' conference
- Western Association of Chamber Executives' conference

Claim 2 points for each professional development webinar attended.

Claim 1 point for each provincial / territorial or national Chamber Network call attended.

Claim 5 points each time you complete CCEC's Chamber Accelerator by earning the maximum points on the leaderboard.

Claim 5 points each time you pass the final exam of CCEC's Chamber College.

Claim 2 points for each CCEC Peer Network event attended.

Claim 5 points for each professional development conference attended outside of the Chamber Network.

Claim 2 points for each additional professional development activity that supports your career development.

Claim 5 points for each active certification program designed to enhance proficiency in chamber management. Such as:

- Certified Association Executive (CAE) from the Canadian Society of Association Executives
- Certified Chamber Executive (CCE) from the Association of Chamber of Commerce Executives

### **Examples of Eligible Activities:**

- Attend CCEC's and/or the Canadian Chamber of Commerce's annual conference
- Attend your provincial Chapter's professional development conference
- Attend your provincial / territorial Chamber's annual conference
- Attend webinars offered by CCEC, and/or other professional-focused webinars
- Attend your provincial / territorial or national Chamber Network calls
- Complete CCEC's Chamber Accelerator program
- Complete CCEC's Chamber College 101 program
- Participate in CCEC's Peer Network calls
- Attend conferences outside of the Chamber Network
  - Association of Chamber of Commerce Executives
  - Western Association of Chamber Executives
- Complete certificate programs focused on Chamber management
  - Certified Association Executive (CAE) from the Canadian Society of Association Executives
  - Certified Chamber Executive (CCE) from the Association of Chamber of Commerce Executives
- Any other professional development activities within and beyond the Chamber Network

### **Chamber Accreditation:**

**The intent of this section is to encourage Chamber professionals to have their Chambers evaluated against the established national standards of excellence.**

Claim 10 points if your Chamber is Accredited through the Chamber Accreditation Council of Canada.

### **Chamber Leadership:**

**The intent of this section is to encourage Chamber professionals to pursue leadership positions within the Chamber Network and share their expertise.**

Claim 2 points for each year that you have served on the Board of Directors for CCEC or your provincial Chapter committee.

Claim 2 additional points for each year that you've served as the Chair or Vice Chair of the provincial Chapter committee.

Claim 5 points for each webinar, conference panel or presentation that you've delivered for CCEC or your provincial Chapter.

Claim 5 points for each Peer Network event hosted.

Claim 2 points for each award or recognition received.

**Examples of Eligible Activities:**

- Serve on CCEC's Board of Directors
- Serve on the Chapter Committee (extra points for being the Chair)
- Share your expertise on a webinar, conference panel or presentation for CCEC or your provincial Chapter
- Host a Peer Network call with CCEC
- Receive public awards and recognition
- Other leadership roles where you're supporting your peers and the broader Chamber Network

**Community Leadership:**

**The intent of this section is to reward Chamber professionals for community leadership, recognizing the importance of the Chamber as a representative of the business community.**

Claim 1 point for each eligible activity per year.

**Eligibility:**

Eligible activities include those where you're participating in your capacity as a Chamber professional and representative of the business community, and will advance the mission of your Chamber.

Examples of qualifying activities include:

- Boards and committees related to community economic development, immigration and workforce development, tourism and business development
- Municipal and provincial/territorial appointments in areas such as finance, trade, transportation

General community volunteer roles are not eligible. This includes sporting events, school activities, church, local community centers, memorials, parades, health/fitness, social service organizations, and fundraising.