



CHAMBER ACCREDITATION FAQ

WHAT IS ACCREDITATION?

Accreditation is an independent review of a Chamber's policies, procedures, operations and governance. The review evaluates whether a Chamber meets the national standards of Accreditation and follows best practices in the Chamber Network.

Accreditation is the highest national standard of excellence, and recognizes Chambers of Commerce and Boards of Trade that have a dependable governance model, resilient operations, and the capacity to serve their members and communities effectively.

WHO IS THE CHAMBER ACCREDITATION COUNCIL OF CANADA?

The Chamber Accreditation Council of Canada ("CACC") is a non-profit organization governed by a Board of Directors that includes provincial and territorial Chamber executives, a representative from the Canadian Chamber of Commerce, and a representative from the Chamber of Commerce Executives of Canada ("CCEC").

The standards of Accreditation were first created in 2004 and are reviewed by the Board of Directors on an annual basis.

The Chamber Accreditation Council of Canada has established 4 key goals for Accreditation:

1. To validate organizations operating as legitimate Chambers of Commerce
2. To establish and uphold the common values of the Chamber Network
3. To establish standardized best practices across the Chamber Network
4. To serve as a business continuity and succession planning tool

WHAT ARE THE COMMON VALUES OF THE CHAMBER NETWORK?

To meet the standards of Accreditation, Chambers must be aligned with the common values of the Chamber Network:

- Chambers are non-partisan and non-sectarian
- Chambers are member-driven and guided by member input
- Chambers are committed to serving their local business communities
- Chambers are inclusive and collaborative organizations
- Chambers operate with transparency, integrity, and accountability
- Chambers support competition in a free market
- Chambers support broad economic, social, and community prosperity

WHAT ARE THE LEVELS OF ACCREDITATION?

Accreditation is awarded at three levels: 3-Star, 4-Star, and 5-Star. To achieve a star level, your Chamber



must meet all requirements for that level, as well as the preceding levels, across every section of the checklist.

WHAT ARE THE BENEFITS OF ACCREDITATION?

Accreditation is a nationally recognized mark of excellence that demonstrates your Chamber's commitment to strong governance, operational excellence, and long-term sustainability. It delivers meaningful benefits including:

- Alignment with proven best practices across the Chamber Network;
- Validation of a dependable governance model and resilient core operations;
- Strengthened strategic planning and organizational focus to support long-term sustainability;
- Enhanced competitiveness and increased membership engagement;
- Increased brand strength and credibility with members, sponsors, and partners;
- Assurance to funders that your Chamber has robust financial policies in place and can deliver impactful projects with reliable reporting; and
- Showcasing your community as a great place to do business, backed by an exceptional Chamber.

WHAT IS THE APPLICATION PROCESS?

1. Compile the required documentation as per the *Chamber Accreditation Checklist*. Ensure the documents meet the standards of Accreditation, and label each one with the corresponding reference number.
2. When your submission is ready, email ExecutiveDirector@CCEC.biz to request a Google Drive link to upload your documents for review. You may modify your submission until the application deadline.
3. Applications will be reviewed annually following the March 1 deadline. During the review process, you may be asked to provide additional information, clarification, or supporting documentation.
4. Within 15 days of the application deadline, Chambers will be notified of the outcome of the review and whether the application has been recommended for approval.
5. Applications will be approved by the Chamber Accreditation Council of Canada during the April Board Meeting.
6. Following the April Board Meeting, Chambers will receive:
 - Digital Accreditation certificate
 - Press release announcing the Accredited Chambers
 - Invoice for Accreditation fees
 - Access to the Accreditation logo
7. Certificates will be presented in-person during the spring provincial Chamber conferences. If you are not able to attend, your certificate will be mailed.



WHEN IS THE APPLICATION DEADLINE?

The application deadline is March 1.

HOW LONG DOES ACCREDITATION LAST?

Accreditation is valid for 5 years and then must be renewed.

HOW MUCH DOES IT COST?

Micro Chambers (<150 Members):	\$200
Small Chambers (150-349 Members):	\$300
Mid-sized Chambers (350-699 Members):	\$400
Large Chambers (+700 Members):	\$500