

# CHAMBER ACCREDITATION



## WHAT IS ACCREDITATION?

Accreditation is the highest national standard of Chamber excellence in leadership, governance and operations. It demonstrates to your Board of Directors, membership and community that your Chamber has dependable governance policies and procedures and has built resilient core operations that align with the values of the Chamber Network.

## WHAT IS THE CHAMBER ACCREDITATION COUNCIL OF CANADA?

The Chamber Accreditation Council of Canada is a non-profit organization governed by a Board of Directors comprised of provincial and territorial Chamber executives, a representative from the Canadian Chamber of Commerce, and a representative from the Chamber of Commerce Executives of Canada.

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

## WHAT ARE THE BENEFITS OF ACCREDITATION?

Achieving Accreditation comes with a range of practical benefits for your Chamber of Commerce or Board of Trade, including:

- Alignment with proven best practices across the Chamber Network;
- Verification that you are running a Chamber with a dependable governance model, and resilient core operations;
- Sharpening your Chamber's strategic focus for long-term sustainability;
- Growing your Chamber's competitive edge and encouraging member engagement;
- Showcasing your community as a great place to do business, backed by an exceptional Chamber;
- Strengthening your Chamber's brand and credibility with corporate sponsors; and
- Providing assurance to funders that your Chamber has robust financial policies in place and can deliver impactful projects with reliable reporting.

## APPLICATION PROCESS:

1. Compile the required documentation, ensuring the documents meet the standards of Accreditation.
2. When you are ready to submit your application, email [ExecutiveDirector@CCEC.biz](mailto:ExecutiveDirector@CCEC.biz) and you will be provided with a Google Drive link to upload your documents for review.
3. Upload your documents, ensuring each document is labelled with the application reference #.
4. Your documents will be reviewed **after** the 2026 deadlines:

Round 1 Deadline: April 23, 2026 (for approval during the June 11, 2026 Board Meeting)

Round 2 Deadline: August 13, 2026 (for approval during the September 17, 2026 Board Meeting)

5. Once your application is reviewed, you will be notified whether your application is being recommended for approval during the next Board Meeting, or if there are deficiencies that must be addressed.
6. Deficiencies must be addressed by the September Board Meeting for the Chamber to achieve Accreditation this year.
7. After your application is formally approved by the Council during a Board Meeting, you will receive:
  - Congratulations letter
  - Accreditation logos
  - Invoice for Accreditation fees
8. After the September Board Meeting, once all of the applications for the year have been approved, you will receive:
  - Press release announcing your Accreditation
  - Digital copy of your Accreditation certificate
9. Certificates will be presented in-person during CCEC's national conference. If you do not attend CCEC's conference, the certificate will be mailed.
10. In the event that a Chamber fails to uphold the standards of Accreditation, the Chamber Accreditation Council of Canada can withdraw Accreditation and the benefits of Accreditation.

## **2026 APPLICATION FEES:**

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

## **DURATION:**

Accreditation is valid for 5-years. Applications submitted throughout 2026 will be Accredited for 2027-2032.