  
**Two options for statewide professional certification**

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|  | **CP – Certified Professional** | **AE – Accredited Executive** |
| Criteria | 1. Minimum of [24] total points are required to receive the [Certified Professional] designation. An Accreditation Review Committee appointed by the President of the ICEA will award points. 2. Applicant must have a minimum of four [4] years of service as a chamber of commerce professional. 3. Applicant must be a member in good standing of ICEA at time of application and the ICEA-[CP] presentation. 4. Applicant must be able to specify activities and conference/meeting attendance that occurred during the four years immediately prior to application. 5. Applicant must be enrolled or have completed the ICEA Hoosier Academy. | 1. Minimum of [55] total points are required to receive the [Accredited Executive] designation. An Accreditation Review Committee appointed by the President of the ICEA will award points. 2. Applicant must have completed their US Chamber Institute for Organizational Management (IOM) accreditation. 3. Applicant must have a minimum of five [5] years of service as a chamber of commerce professional. 4. Applicant must be a member in good standing of ICEA at time of application and the ICEA-[AE] presentation. 5. Applicant must be able to specify activities and relevant professional conference/meeting attendance that occurred during the five years immediately prior to application. 6. Applicant must have served as an executive a minimum of two years of the five required. |
| Summary of Requirements | **Minimum of [24] points required maximum [40]**   * Minimum of four years of service as a chamber of commerce professional. * Maximum of [16] points @ 2 points each for each ICEA conference over a minimum of four years. * Maximum of [6] points @ 2 points each for other relevant professional conferences/meetings over a minimum of three years. * Maximum of [6] points @ 2 points each for each local leadership role. * Maximum of [6] points for essay on chamber management. * Maximum of [6] points for completion of Hoosier Academy. * A letter of recommendation from chief elected officer. * A letter of recommendation from CEO of the organization. * A $35 application fee. | **Minimum of [55] points required maximum [103]**   * Minimum of five years of service as a chamber of commerce professional. * Maximum of [20] points @ 2 points each for each ICEA conference over the past five years. * Maximum of [16] points @ 2 points each for other relevant professional conferences/meetings. * Maximum of [12] points @ 4 points each for each state or national leadership role established. * Maximum of [8] points @ 2 points each for each local leadership role. * Maximum of [6] points for essay on chamber management. * Maximum of [6] points for completion of Hoosier Academy. * Maximum of [8] points for designation as ICEA – [CP] Certified Professional * Designation as (IOM) US Chamber Institute for Organizational Management. * Designation as Certified Chamber Executive (CCE) through American Chamber of Commerce Executives – [15] points. * Point credits for equivalent experience as senior business and/or non-profit management can be awarded at the discretion of the Accreditation Review Committee. Each year of business/non-profit management experience earns 1 point. * A letter of recommendation from chief elected officer.   A $50 application fee. |
| Official Application | See Below | See Below |



Indiana Certification Program for Chamber of Commerce Professionals ICEA CP Designation Application

Name:

Organization:

Telephone: E-mail:  
History of employment in the chamber of commerce industry:

Dates of Employment Chamber Position

Total number of years of chamber professional employment:\_\_\_\_\_\_\_\_\_\_

1. Indicate dates of attendance at a minimum of three ICEA conferences or workshops over a minimum three-year period. *Maximum of 16 points @ 2 points for each conference.*

Year(s) ICEA Annual Conferences

Year(s) ICEA Other Workshops / Hoosier Chamber Academy

1.Total Points

2. Indicate dates of attendance at a minimum of three conferences/meetings.

*Maximum of 6 points @ 2 points for each conference/meeting.*

U.S. Chamber of Commerce meetings

State Chamber of Commerce conference/seminars

ACCE annual conference

Other *(must be approved by ICEA Review Committee)*

2. Total Points\_\_\_\_\_\_\_

*3.* List your involvement and role in local leadership.

*Maximum of 6 points* @ *2 points for each role.*

3.Total Points\_\_\_\_\_

4. Indicate date of completion of the ICEA Hoosier Academy, or enrollment in the US Chamber Institute for Organizational Management (IOM).

4. Total Points\_\_\_\_\_

5. Complete and attach an essay of 250 words (or less) describing your philosophy and or, experience in chamber management.

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

6. Please list any other activities, awards or continuing education that you feel contribute to your qualifications for this designation:

**Total points items 1 - 5 (to be calculated by Review Committee):** *Minimum of 24*

NOTE: *Points earned in* ***items*** *1 - 5 must have been accomplished in the four years immediately prior to application.*

7. Attach a letter of recommendation from your chief ***elected*** officer. If a staff member of the chamber, attach a letter of recommendation from your CEO of the organization.

Signature: Title: Date:

Enclose non-refundable application fee check payable to ICEA for $35 and mail completed application to:

Indiana Chamber Executive Association

P.O. Box 377

Hanover, IN 47243

Questions: (tele) 812-871-3000  
(e-mail) [info@iceaonline.com](mailto:info@iceaonline.com)

  
**Indiana Accreditation Program for Chamber of Commerce Executives  
*ICEA Accredited Executive***

**Application**

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

Organization:

Address:

City, State: Zip:\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail:\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**History of employment in the chamber of commerce:**

Dates of Employment Chamber Position

Number of years of chamber employment:\_\_\_\_\_\_\_\_\_\_

1. Year Completed US Chamber of Commerce Institute for Organizational Management program \_\_\_\_\_\_ (Proof of designation required) *Maximum of 12 points.*1. Total Points\_\_\_

2. Indicate dates of attendance at a minimum of three ICEA conferences or workshops over a minimum five-year period. *Maximum of 20 points @ 2 points for each conference.*

Year(s) ICEA Annual Meeting/Winter Conference

Year(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ICEA Summer Conference

Year(s) ICEA Regional Workshop  
2. Total Points

3. Indicate dates of attendance at related professional conferences/meetings.

*Maximum of 16 points @ 2 points for each conference/meeting.*

U.S. Chamber of Commerce regional conference

State Chamber of Commerce conference/seminars

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ACCE annual convention

Other *(must be approved by ICEA Review Committee)*

3. Total Points\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*4.* List your involvement and role in state or national leadership.

*Maximum of 12 points* @ *2 points for each role.*

4. Total Points\_\_\_\_\_\_\_\_\_\_\_\_\_

5. List your involvement and role in local leadership.

*Maximum of 8 points* @ *2 points for each role.*

5. Total Points\_\_\_\_\_\_\_\_\_

6. Complete and attach an essay of 250 words (or less) describing your philosophy and or, experience in chamber management.

*Maximum of 6 points.*

*6. Total P*oints\_\_\_

7. Completion date of Hoosier Academy (Copy of certificate required – maximum 6 points) 7. Total Points\_\_\_

8. Proof of ICEA designated [CP] Certified Professional

*Maximum of 8 points.*

8. Total Points\_\_\_

9. Point credits for equivalent experience as senior business and/or non-profit management can be awarded at the discretion of the Accreditation Review Committee. (Please list resume items for review if applicable).

*Each year of business/non-profit management experience may earn 1 point.*

9. Total Points\_\_\_

10. Please list any additional activities, awards or continuing education that you feel contribute to your qualifications for this designation:  
  
**Total points items 1 - 10(to be calculated by Review Committee):** *Minimum of 55*

NOTE: *Points earned in* ***items*** *1 - 8 must have been accomplished in the five years immediately prior to application with the exception of your IOM designation.*

10. Attach a letter of recommendation from your chief elected officer.

11. Enclose check payable to ICEA for $50 application fee.

Signature: Title: Date:

Enclose non-refundable application fee check payable to ICEA for $50 and mail completed application to:

Indiana Chamber Executive Association

P.O. Box 377

Hanover, IN 47243

Telephone: 812-871-3000