



IBBA Headquarters • 401 N. Michigan Avenue • Suite 2200 • Chicago, IL 60611  
Phone 888-686-4222 • Fax 312-673-6599 • Email admin@ibba.org

## CBI Outside Education Approval Form

**A maximum of ten (10) credits (one (1) credit per course hour) can be earned from outside education during a CBI recertification period. To receive these credits please complete this form, and submit to IBBA Headquarters with a certificate of course completion, and a description of the course.**

**For outside education to be approved it must meet the following requirements:**

**The course must be offered by the American Bar Association, American Society of Appraisers, Institute of Business Appraisers, American Institute of Certified Public Accountants, or the National Association of Realtors. Courses from other Associations may be considered at the discretion of the Credentialing and Education Committees. If a course is to be accepted for recertification, either from one of the associations listed above or from another association the course must meet the following criteria:**

- **The course must be a structured educational course, not a workshop or seminar**
- **The course must be at least 4 hours in duration**
- **Course must be related to the business intermediary profession.**

**The Credentialing Committee will review submissions, and notification will be sent via email within 30 days if the outside education has been approved.**

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

**Company:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **St/Province:** \_\_\_\_\_ **Zip/Postal Code:** \_\_\_\_\_

**Country:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Organization that offered the course:** \_\_\_\_\_

**Number of Hours Completed:** \_\_\_\_\_

**Date of Completion:** \_\_\_\_\_

**Describe how this course is related to the business intermediary profession:**

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**I attest to the above information to be factual and true.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_