

# CERTIFIED BUSINESS INTERMEDIARY® APPLICATION

The Certified Business Intermediary (CBI) designation program is designed to ensure that you as a member achieve the highest level of professional skills to grow your business. As a CBI, you are a professional equipped with special expertise acquired through advanced study in industry practice, selling, investment, taxes, valuation and more. The CBI qualifications are available exclusively to the members of the IBBA. Once you've achieved the designation the initials "CBI" or the words "Certified Business Intermediary" can be included on your business cards, seals, brochures, letterhead, and other promotional materials.

## REQUIREMENTS

- Membership in the IBBA is required for candidacy.
- Be sure all information is complete, accurate and legible. Please type or print clearly. Sign form in ink and provide date.
- Enclose payment in the amount of \$249.00 (candidate application and service fee).
- A completed application must be on file with Association headquarters to be considered a candidate for CBI.
- All course requirements must be met before taking the CBI Examination. To get more information on the course requirements please visit [www.ibba.org](http://www.ibba.org).

## PERSONAL

Name (as you wish it to appear on the plaque)

FIRST: \_\_\_\_\_ MI: \_\_\_\_\_ LAST: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_

ZIP/MAIL CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

## EDUCATION QUALIFICATIONS

A minimum of three years full-time business brokerage experience within the prior ten years, and must be actively involved in the deal-making process, or management of the process. A college degree or related work experience may be submitted with the request that it be accepted as an equivalent for up to two of the three years of business brokerage experience.

Please fill in all applicable spaces below. Check the box for educational qualification you have selected for admission to the CBI program. Make arrangements for the supporting documents to be forwarded to the Credentialing Committee.

**College Graduate**

College Graduates must submit official transcript showing university degree conferred and official university seal, or arrange to send proof of degree directly to the Credentialing Committee. Candidates with international degrees must have their degrees evaluated by an independent agency.

**Candidate without college degree**



401 Michigan Avenue • Suite 2200 • Chicago, IL 60611-4267  
Phone 888-686-IBBA (4222) • Fax 312-673-6599

**EXPERIENCE IN BUSINESS BROKERAGE (CBI APPLICATION CONT.)**

IBBA will be contacting the employers listed below to verify the described brokerage experience. Please identify, where possible, the specific person or department within the organization who can attest to your experience. List most recent employment first and identify any employment that is part-time.

Dates (month/year)	Job Title, Duties and Responsibilities	Name and Complete Address of Employer and Contact Person
Beginning: Ending:		
Beginning: Ending:		
Beginning: Ending:		

**SIGNATURE**

- I have read and understood the Code of Ethics and agree to abide by the Standards of Ethical Conduct found at [www.ibba.org](http://www.ibba.org) for Certified Business Intermediaries.
- I declare and affirm the statements made in the foregoing application, including accompanying statements and transcripts are true, complete, and correct. I authorize the investigation of all statements contained in this application.
- I have read and understand the rules and regulations governing candidacy as described on the IBBA website under the section Become a Certified Business Intermediary.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**PAYMENT INFORMATION**

*(Make check payable to IBBA)*

CHECK                       VISA                       MASTERCARD                       AMEX

AMOUNT: \$ 249.00

ACCOUNT NUMBER: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

*By your signature, you accept receipt of all fax and email communication and confirmation from IBBA and M&A Source.*

*This application must be submitted to IBBA Headquarters prior to taking the CBI Exam. Once you register to take the CBI Exam your application will be reviewed by the Credentialing Committee. If the requirements have not been met you will be notified by IBBA Headquarters prior to taking the exam.*

Please return application form and payment to:

IBBA Headquarters  
4365 Paysphere Circle  
Chicago, IL 60674

**Questions? Contact**  
IBBA Headquarters  
(888) 686-4222; Fax: (312) 673-6599  
Email: [admin@ibba.org](mailto:admin@ibba.org)

*Or fax this form with credit card information to  
IBBA Headquarters at (312) 673-6599*



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