

## CBI Outside Education Approval Form

A maximum of 10 credits (one credit/ course hour) can be earned from outside education during a CBI recertification period. To receive these credits, please complete this form and submit to [education@ibba.org](mailto:education@ibba.org) **with a certificate of course completion and full description of the course.**

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

- The course must be offered by one of the following organizations. Courses from other associations may be considered at the discretion of the Credentialing Committee.
  - American Bar Association
  - American Society of Appraisers
  - Institute of Business Appraisers
  - American Institute of Certified Public Accountants
  - National Association of Realtors
  - International Franchise Association
  - NEBB Institute
  - Exit Planning Institute
- If a course is to be accepted for recertification, 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 four (4) hours in duration.
  - The course must be related to the business intermediary profession.

<b>Name:</b>	
<b>Email:</b>	
<b>Organization Offering Course:</b>	
<b>Course Title:</b>	
<b>Credit Hours:</b>	
<b>Date of Completion:</b>	
<b>Course Description:</b>	

I attest to the above information and attached certificate of completion to be factual and true.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_