

# CERTIFIED BUSINESS INTERMEDIARY (CBI) REINSTATEMENT PROGRAM 2019

**Now is your opportunity to regain the IBBA's prestigious CBI designation! This limited time program allows you to reinstate at an affordable rate and all requirements can be conveniently completed in conjunction with the IBBA 2019 Conference in Orlando, Florida, May 10-11, 2019.**



**DON'T DELAY! YOUR APPLICATION MUST BE RECEIVED BY APRIL 5, 2019 TO QUALIFY FOR THIS PROGRAM.**

## CBI 2019 Reinstatement Program Requirements

1. Be or become an IBBA member in good standing (IBBA Membership must be secured before application submission).
2. Pay a one-time, non-refundable \$995 application fee.
3. Complete the reinstatement application (next page).
4. Attend the half-day CBI refresher course the morning of Thursday, May 9<sup>th</sup>, 2019 (the following application serves as your registration).
5. Take and pass the 3-hour CBI exam on the afternoon of May 9<sup>th</sup>, 2019 (immediately following the refresher course).
6. Register and attend the 2019 IBBA Conference from May 10<sup>th</sup> through May 11<sup>th</sup> (**separate registration required**).

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## ADDITIONAL INFORMATION

- If you do not pass the exam the first time you may retake the exam up to two additional times within 1 year (inclusive of two conferences). If taken at a third-party testing facility, any fees charged by the testing facility will be your responsibility.
- After receiving the designation, you must maintain IBBA membership and remit annual CBI maintenance fees.
- To maintain the CBI designation, you must meet the recertification requirements every 3 years as outlined in the [CBI Policy](#).

# CBI 2019 REINSTATEMENT PROGRAM APPLICATION

Submit this form by April 5, 2019 to [education@ibba.org](mailto:education@ibba.org) to be considered for CBI reinstatement.

This form serves as your registration for the CBI Refresher Course and CBI Exam on May 9, 2019. You must register for the Conference separately via the Conference registration website (available January, 2019).

## PERSONAL INFORMATION:

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

I HAVE AN ACTIVE IBBA MEMBERSHIP.

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

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

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_ ZIP/MAIL CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

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

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

## REASON FOR LAPSE:

OVERSIGHT

LACK OF FUNDING/COST

RELOCATION

OTHER \_\_\_\_\_

ADMINISTRATIVE ERROR

MISSED REMINDERS

REVOCATION BY THE IBBA (IF THIS IS THE REASON, YOUR APPLICATION WILL BE REVIEWED BY THE CREDENTIALING COMMITTEE AND YOU MAY BE REQUIRED TO SUBMIT ADDITIONAL INFORMATION)

## PAYMENT INFORMATION:

A non-refundable processing fee of \$995.00 is due upon submittal of this application.

DISCOVER

VISA

MASTERCARD

AMEX

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

## ACKNOWLEDGEMENT AND AUTHORIZATION

I have read and understand the requirements of the CBI 2019 Reinstatement Program including, but not limited to the IBBA 2019 Conference attendance requirement and the provision that my \$995.00 USD application fee is non-refundable, and I authorize the \$995.00 USD charge to my credit card.

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

*(By your signature, you accept receipt of all email communication and confirmation from the IBBA.)*

Please return application and payment to IBBA Headquarters by April 5, 2019. Submit payment via email to [education@ibba.org](mailto:education@ibba.org) and direct all questions to (888) 686-4222. Once you submit this application, please allow 5 business days for notification of status.

