

CERTIFIED BUSINESS INTERMEDIARY (CBI) REINSTATEMENT PROGRAM 2020

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 2020 Virtual Conference.

DON'T DELAY! YOU MUST MEET ALL VIRTUAL CONFERENCE REQUIREMENTS TO QUALIFY FOR THIS PROGRAM BY JULY 31, 2020.



CBI 2020 Reinstatement Program Requirements

1. Be or become an IBBA member in good standing (IBBA Membership must be secured before application submission).
2. Complete the reinstatement application (next page).
3. Pay a one-time, non-refundable \$995 application fee. The application fee will not be processed until your CBI Exam is scheduled.
4. Take and pass the 3-hour CBI exam. Contact education@ibba.org to schedule your exam.
5. Attend the 2020 IBBA Virtual Conference by July 31, 2020 (**separate registration required**). In order to receive credit you must watch at least 11 of the 16 recorded Workshops provided by July 31, 2020. While not required, we ask that you also fill out the evaluation form that is available right after the workshop is complete.
6. If you do not meet the conference requirement by July 31, 2020, you will not qualify for the reinstatement program.

ADDITIONAL INFORMATION

- You must take the CBI exam by December 31, 2020 (first attempt). If you do not pass the exam the first time you may retake the exam up to two additional times within 1 year. When 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 2020 REINSTATEMENT PROGRAM APPLICATION

Submit this form to education@ibba.org to be considered for CBI reinstatement.

You must register for the Virtual Conference separately via IBBAUniversity.org. The Virtual Conference will only be available until July 31, 2020. If you do not meet the conference requirements, noted above, you will not qualify for the reinstatement program.

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)

SIGNATURE OF APPLICANT: _____ DATE: _____

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

Please return application to IBBA Headquarters at education@ibba.org. Submit payment via IBBAuniversity.org and direct all questions to (888) 686-4222. Once you submit this application, please allow 5 business days for notification of status.