

2020 CBI REFRESHER AND EXAM REGISTRATION INFORMATION

April 23, 2020 | THE OMNI HOTEL | LOUISVILLE, KY

The CBI refresher course and exam are available to members who have met all course requirements for initial CBI certification.

DON'T DELAY! YOU MUST REGISTER FOR THE REFRESHER AND EXAM BY APRIL 6, 2020.

Cost: \$189.00

What is included:

Breakfast

Exam refresher: 8:00 AM-12:00 PM

Lunch: 12:00 PM- 12:50 PM

Exam: 1:00 PM- 4:00 PM

There will be coffee and snack breaks.



Steps to Follow Before Registration:

1. **Complete all course requirements.**
2. Submit your [CBI Exam application](#) to education@ibba.org by March 30 and await approval (the CBI application fee is due upon submission).
3. Once your application is approved, register online and pay for the exam and refresher by April 6. Registration for the refresher is at IBBAuniversity.org. The session will be in the course catalog under *instructor lead classroom offerings*.
4. Register for the 2020 IBBA Conference at ibbaconference.com once registration opens. Registering for the CBI refresher and exam does not serve as your IBBA Conference registration. If you have already attended a conference to fulfill the conference requirement, and are only attending the refresher and exam, you are not required to register and attend the conference.

ADDITIONAL INFORMATION

- If you are unable to attend the half-day refresher, you must be present to take the exam at 12:45 PM. The exam will begin promptly at 1:00 PM. If you are unable to attend the half-day refresher, partial payments or refunds are not permitted.
- If you do not pass the exam the first time you may retake the exam at a testing facility. If taken at a third-party testing facility, any fees charged by the testing facility will be your responsibility.
- If you are attending the half-day refresher, arrange to arrive at The Omni Hotel on Wednesday, April 22nd.