

# CERTIFIED BUSINESS INTERMEDIARY (CBI) REINSTATEMENT PROGRAM 2024

**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 within the next 6 months!**



## CBI 2024 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.
4. Register and attend the 4-hour virtual refresher course (register at [IBBAUniversity.org](http://IBBAUniversity.org)). Once your application is approved, you will be sent a code to register for the refresher course.
5. Take and pass the 3-hour CBI exam. Contact [education@ibba.org](mailto:education@ibba.org) to schedule your exam. You will be eligible to take the exam after attending the refresher course.
6. Attend the 2024 IBBA Conference (**separate registration required**).

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## ADDITIONAL INFORMATION

- 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 2024 REINSTATEMENT PROGRAM APPLICATION

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

You must register for 2024 IBBA Conference and Refresher Course separately.

## 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:

You will be invoiced through your account at [myibba.org](http://myibba.org) upon submittal of this application.

## ACKNOWLEDGEMENT AND AUTHORIZATION

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

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](mailto:education@ibba.org).  
Direct all questions to (888) 686-4222. Once you submit this application, please allow up to 14 business days for notification of status.