

CERTIFIED BUSINESS INTERMEDIARY (CBI)

REINSTATEMENT PROGRAM

2025

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 2025 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). 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 to schedule your exam. You will be eligible to take the exam after attending the refresher course.
6. Attend the 2025 IBBA Conference (**separate registration required**).

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 2025 REINSTATEMENT PROGRAM APPLICATION

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

You must register for Refresher Course and 2025 IBBA Conference 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 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.

Direct all questions to (888) 686-4222. Once you submit this application, please allow up to 14 business days for notification of status.