



CERTIFIED BUSINESS INTERMEDIARY® EXAM APPLICATION

Instructions:

- Application is submitted at least 14 days prior to exam date.
- Once all requirements are completed, including passing the exam, you will need to submit the CBI Application.
- A non-refundable processing fee of \$249.00 is due upon submittal of this application.

PERSONAL INFORMATION:

FIRST: _____ MI: _____ LAST: _____
(Name should be written as you wish it to appear on the CBI plaque received upon completing the CBI credential.)

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE/PROVINCE: _____ ZIP/MAIL CODE: _____ COUNTRY: _____

PHONE: _____ FAX: _____

EMAIL: _____

I have completed all required courses (100, 101, 104, 210, 220 and 221).

I have completed 16 credit hours of IBBA or MAS electives.

CBI Exam Instructions and Terms:

IBBA Staff will coordinate the exam at the Sylvan Learning Center requested by you. Payment is to be made at the center the day of taking the exam by you. Cost varies based on the location ranging from \$50.00-\$150.00. Please note that most Sylvan Learning Centers do not offer services after 2:00 PM, therefore accommodations need to be made to ensure the exam can be taken and finished before 2:00 PM.

Coordinate my exam to be taken at the Sylvan Learning Center in _____.
<https://www.sylvanlearning.com/locations>

Coordinate the exam to be taken on _____ at _____ (date and time).

I have read and understand the terms regarding the CBI Exam, including but not limited to my personal responsibilities for the examination fee charged by Sylvain Learning Center.

I have read and understand the rules and regulations governing candidacy in the CBI Policy including that

the CBI exam ascertains competency in concepts deemed to be general business brokerage knowledge, and not exclusively the content contained within the CBI required courses.

I understand that I may not use, the initials "CBI" or the words "Certified Business Intermediary" until I have submitted the CBI Application and received official notice from IBBA Headquarters.

PRINT NAME: _____

SIGNATURE OF APPLICANT: _____ DATE: _____

(By your signature, you accept receipt of all communication and confirmation from the IBBA. This application must be submitted to IBBA Headquarters prior to taking the CBI Exam. Once you register to take the CBI Exam, your application will be reviewed by the Credentialing Committee within 14 business days. If the requirements have not been met, then you will be notified by IBBA Headquarters prior to taking the exam.)

Once the application has been processed, notification will be sent allowing or prohibiting registration for the CBI exam.

PAYMENT INFORMATION:

A non-refundable processing fee of \$249.00 is due upon submittal of this application.

DISCOVER VISA MASTERCARD AMEX

ACCOUNT NUMBER: _____ CVC CODE: _____ EXP DATE: _____

SIGNATURE: _____

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

Please return application and payment to IBBA Headquarters. Direct all questions to (888) 686-4222 or education@ibba.org.