

CERTIFIED BUSINESS INTERMEDIARY (CBI)

FAST TRACK PROGRAM

Tenured Business Brokers can earn the prestigious CBI designation without completing the basic education typically required!

CBI Fast Track Program Requirements



1. Be or become an IBBA member in good standing (IBBA Membership must be secured before application submission).
2. Pay a one-time, non-refundable \$1,495.00 USD application fee.
3. Complete the Fast-Track application (next page).
4. Register and attend the 4-hour virtual refresher course (register at [IBBAUniversity.org](https://www.ibba.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 (a minimum 70% score on each section required). Contact education@ibba.org to schedule your exam. You will be eligible to take the exam after attending the refresher course.
6. Register and attend an IBBA Conference (separate registration required). If you are not comfortable with attending the 2021 annual conference, please review page 3 for alternative conference options.
7. Provide ONE of the following:
 - Document 10 years of full-time deal making experience (not required to be continuous).
 - Closing Documents showing proof of (7) transactions as lead selling broker in the past 3 years.
 - Closing Documents showing proof of transactions in the past 2 years with a cumulative value of \$1,500,000 or more excluding real-estate.

To show proof of transactions, you must use the CBI Transaction Submittal form found on the website (<https://www.ibba.org/cbi-certification/cbi-forms/>).

Complete ONE of the following:

- Two IBBA member recommendations, or one IBBA or IABA Board Member recommendation.
- Active participation on an IBBA committee for a minimum of one (1) term.

8. Provide a complete resume or CV.

Your application and ancillary materials will be reviewed by the Credentialing Committee. The decision to approve your application will be made at the sole discretion of the IBBA. **All materials must be sent in a one document PDF or it will not be accepted.**

Additional Information

- M&A Source membership cannot be substituted for CBI Fast Track applicants.
- 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 FAST TRACK PROGRAM APPLICATION

Submit this form to education@ibba.org to be considered for the CBI Fast Track program.

PERSONAL INFORMATION:

FIRST: _____ MI: _____ LAST: _____

I HAVE AN ACTIVE IBBA MEMBERSHIP.

COMPANY: _____

ADDRESS: _____

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

PHONE: _____ FAX: _____

EMAIL: _____

Please check the requirements you are submitting:

- Proof of ten years of full-time deal making experience.
- Proof of seven transactions as lead selling broker in the past three years.
- Proof of transactions in the past two years equal to \$1,500,000 or more excluding real-estate.

To show proof of transactions, please visit the IBBA website at <https://www.ibba.org/cbi-certification/cbi-forms/> and submit the CBI Transaction Submittal form.

- Two IBBA member recommendation or one IBBA or IABA Board member recommendation.
- Active participation on an IBBA committee for a minimum of one term.

- I am NOT currently involved in nor have been convicted of a criminal or ethical violation in the past. If you have a current or historical criminal or ethical violation, please provide written explanation:

Submit additional piece of paper if necessary.

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 Fast Track Program including, but not limited to the IBBA Conference attendance requirement and the provision that my \$1,495.00 USD application fee is non-refundable (once processed after my CBI Exam is scheduled).

SIGNATURE OF APPLICANT: _____ DATE: _____

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

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

The IBBA, under the recommendation of the IBBA credentialing committee, has established a temporary Policy for 2021 CBI candidates. This temporary Policy outlines alternative options to complete in lieu of attending the 2021 IBBA Conference.

The following members qualify for alternative options for the conference requirement:

- New CBIs that have met all other requirements by December 31, 2021.
- 2021 recertification candidates that need the conference component to meet recertification requirements.
 - If an extension is filed due to not meeting all other recertification requirements, candidates will no longer be eligible for the 2021 alternative conference options.
- 2021 Reinstatement candidates.
- Fast Track program candidates.

To meet the conference requirement, candidates noted above will have the option to fulfill the requirement by earning 15 credits garnered by any of the following:

- Register for and complete 5 predetermined workshops from the 2020 IBBA virtual conference (5 credits).
 - If you are interested in the 2020 IBBA virtual conference, please contact education@ibba.org to be given access to register.
- Submit additional transactions outside of the required amount (10 credits each).
 - Refer to the Initial CBI Transaction Submittal form found on [this page](#) of the website. If you are a recertification candidate, please submit the CBI Recertification Transaction Submittal form found on the same page.
- Register and attend the Summer Sales Symposium (8 credits).
 - Registration will open in early April and can be done through IBBAuniversity.org.
- Take and pass virtual and/or OnDemand courses offered by the IBBA.
 - Register for all IBBA on-demand and virtual courses through IBBAuniversity.org.

Once you have completed all requirements, please submit the form on the following page to education@ibba.org.

2021 Alternative Conference Option Form

Submit this form to education@ibba.org once all requirements are satisfied. If this form is not submitted by December 31, 2021, you will no longer qualify for the 2021 alternative conference options.

FIRST: _____ MI: _____ LAST: _____

EMAIL: _____

- I have satisfied all requirements for initial CBI certification outside of the conference requirement.

To satisfy the alternative conference requirement, I have:

- Submitted _____ additional transactions.
- Taken IBBA course number(s) _____ totaling _____ credits.
- Completed the 2020 virtual conference.
- Attended the IBBA Sales Symposium.

The above totals _____ credits.

Signature: _____ Date: _____

Please allow up to 5 business days for this form to be processed. Once processed, IBBA staff will be in contact with any additional information needed.