

# CERTIFIED BUSINESS INTERMEDIARY (CBI) REINSTATEMENT PROGRAM 2021

**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 2021 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 2021 IBBA Conference (**separate registration required**). If you are not comfortable with attending the 2021 annual conference, please review page 3 for alternative conference options.

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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 2021 REINSTATEMENT PROGRAM APPLICATION

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

You must register for 2021 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:

- |   |  |
|---|--|
| <input type="checkbox"/> OVERSIGHT            | <input type="checkbox"/> ADMINISTRATIVE ERROR  |
| <input type="checkbox"/> LACK OF FUNDING/COST | <input type="checkbox"/> MISSED REMINDERS  |
| <input type="checkbox"/> RELOCATION           | <input type="checkbox"/> 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) |
| <input type="checkbox"/> OTHER _____          |  |

## 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.

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](mailto: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 April and can be done through [IBBAuniversity.org](http://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](http://IBBAuniversity.org).

Once you have completed all requirements, please submit the form on the following page to [education@ibba.org](mailto:education@ibba.org).

## 2021 Alternative Conference Option Form

Submit this form to [education@ibba.org](mailto: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.