



CERTIFIED BUSINESS INTERMEDIARY® EXAM APPLICATION

INSTRUCTIONS:

- Application is submitted at least 14 days prior to requested 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 unless candidate has previously purchased the CBI Bundle.

PERSONAL INFORMATION:

NAME: _____

COMPANY: _____

ADDRESS: _____

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

COUNTRY: _____

PHONE: _____ EMAIL: _____

Please check the following boxes to confirm completion.

- I have completed all required courses (100, 101, 104, 210, 220 and 221).
- I have completed 16 credit hours of IBBA electives.

CBI EXAM INSTRUCTIONS AND TERMS:

CBI applicant is responsible for finding three (3) potential test proctoring sites. IBBA staff will schedule the exam to be taken at one of the locations provided by the applicant. Most locations charge a proctoring fee, which will need to be paid by the applicant at the location the day of the exam. Some locations charge this fee in advance. Cost varies based on the location, ranging from \$50.00-\$150.00 USD.

Please list three (3) testing locations in your area below in order of preference. IBBA staff will ensure the chosen location has proper proctoring procedures and will coordinate delivery of exam and all necessary materials.

Examples of proctoring locations:

- Sylvan Learning Center (sylvanlearning.com)
- College testing center
- Huntington Learning Center (huntingtonhelps.com)
- Large library system

NOTE: We cannot schedule exams to be proctored at Pearson VUE or PSI testing centers.

1. Location Name: _____

Location Contact Information: _____

2. Location Name: _____

Location Contact Information: _____

3. Location Name: _____

Location Contact Information: _____

Date and Time of Exam *(please allow 3 hours for the exam)*

First Choice

Date: _____

Time: _____

Second Choice

Date: _____

Time: _____

APPLICATIONS WITHOUT THE ABOVE INFORMATION WILL NOT BE ACCEPTED.

I have read and understand the terms regarding the CBI Exam, including but not limited to my personal responsibilities for the proctor fee to the testing location.

I have read and understand the rules and regulations governing candidacy in the CBI Policy, including acknowledgement 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 term "Certified Business Intermediary" until I have submitted the CBI Application and received official notice of approval 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 unless candidate has previously purchased the CBI Bundle.

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.