



CBI Outside Education Approval Form

A maximum of 10 credits (one credit/ course hour) can be earned from either completing or teaching outside education during a CBI recertification period. To receive these credits, please complete this form and submit to education@ibba.org **with a certificate of course completion and full description of the course.**

For outside education to be approved, it must meet the following requirements:

- The course must be offered by one of the following organizations. Courses from other associations may be considered at the discretion of the Credentialing Committee.
 - American Bar Association
 - American Society of Appraisers
 - National Association of Certified Valuation Analysts
 - American Institute of Certified Public Accountants
 - National Association of Realtors
 - International Franchise Association
 - NEBB Institute
 - Exit Planning Institute
- If a course is to be accepted for recertification, the course must meet the following criteria:
 - The course must be a structured educational course, not a workshop or seminar.
 - The course must be at least four (4) hours in duration.
 - The course must be related to the business intermediary profession.

Name:	
Email:	
Organization Offering Course:	
Course Title:	
Credit Hours:	
Date of Completion:	
Course Description:	

I attest to the above information and attached certificate of completion to be factual and true.

Signature: _____ **Date:** _____