



Certified Business Broker (CBB) Application

The AZBBA Certified Business Broker (CBB) is a privileged designation that identifies an experienced and dedicated Business Broker. The title distinguishes its holder as a seasoned professional who has a solid educational background, proven accomplishments in completing business transactions, and is an active member of AZBBA. In order to obtain and hold the CBB designation, an applicant must complete the following:

Initial CBB Certification Requirements

1. **Membership in AZBBA and Agreement to uphold the Association Code of Ethics.**
 2. **Completion of AZBBA approved and qualified business broker course**
 - Any AZBBA School of Real Estate and Business Brokerage course with a passing grade on course examination.
 - Any IBBA, ASA or IBA courses completed in the past 24 months.
 - Alternate Accepted Qualifications:
 - The CBB will be awarded to any Regular AZBBA member who currently holds a CBI or M&AMI designation from the IBBA and has attended one AZBBA conference.
 3. **Renewal Requirements: 12 credit hours of qualified education and must be renewed every 3 years.**
 4. **Completion of the CBB Application and \$50 Application Fee.**
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Please use the following checklist on Page 2 to verify that you have completed all CBB requirements prior to submitting your application to AZBBA. Please submit your CBB application and supporting documents once you have completed ALL items. Applicants must submit all required documents in ONE EMAIL to president@azbba.org

To protect the privacy of your clients, please do not submit documents that are not needed for the application.

As a reminder, all courses, conferences, and transactions must have been within the past 2 years.





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Applicant Info

First Name:		Last Name:	
Company:			
Broker of Record:			
Office Address:			
City:		State:	
		Zip:	
Phone:		Email:	

Requirements Checklist:

Membership in AZBBA and Agreement to uphold the Association Code of Ethics.

Completion of AZBBA approved and qualified business broker course

- Any AZBBA School of Real Estate and Business Brokerage course with a passing grade on course examination.
- Any IBBA, ASA or IBA courses completed in the past 24 months.
- Alternate Accepted Qualifications:
 - The CBB will be awarded to any Regular AZBBA member who currently holds a CBI or M&AMI designation from the IBBA and must be renewed every 3 years.

Renewal Requirements: 12 credit hours of qualified education and attendance of one AZBBA conference every two years.

Completion of the CBB Application and \$50 Application Fee (Invoice will be sent via email once application is approved)

Submit all required documents in ONE EMAIL to president@azbba.org



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Designation

Once your application is submitted, AZBBA will review and contact you with the credentialing committees' decision. Individuals awarded the **CBB** designation shall receive a **CBB** certificate from AZBBA. The member may then include the designation by the initials "**CBB**" or the words "**Certified Business Broker**" on business cards, seals, brochures, letterhead, and other promotional materials.

Eligibility Period

The CBB designation covers a 3-year timespan. The applicant's original certification period starts from the date the application is approved, and expires December 31st, three (3) years after. If the applicant applies anytime in Jan-Dec 2023 then the period is Jan 2023 to Dec 2025.

Revocation

The Certified Business Broker (CBB) designation of any member may be terminated by the Association's Board of Directors for the following reasons:

- 1) Failure to remain a current member in good standing with AZBBA.
- 2) Violation of the Association's bylaws and/or rules and regulations, or Code of Ethics.
- 3) Misrepresentation, either intentional or otherwise, of experience or other qualifications.
- 4) The rendering of a guilty verdict by a trier of fact of proper jurisdiction (court or arbitration) for charges which, in the opinion of the Association's Board of Directors, reasonably establish the **CBB's** noncompliance with those standards required by AZBBA.

Any CBB whose designation is terminated shall immediately return his/her **CBB** certificate and any other related items (pins, plaques, etc.). In addition, all stationery, business cards and other renderings mentioning the **CBB** designation must be immediately destroyed and all use of the **CBB** designation on websites, social media, email signatures, etc., must be terminated. And, lastly, it is specifically understood that the member or former member may not verbally or in print make ANY reference to "former CBB," "past CBB," or the like.

The CBB committee is made up of volunteers and will do their best to process all applications in a timely manner. Please follow all instructions and provide all necessary documentation as requested. Incomplete applications will result in delays or denial.

☐ I, _____, have read, understood, and agree to uphold the AZBBA Code of Ethics and AZBBA CBB policies. I also declare and affirm the statements made in the forgoing application, including accompanying statements and transcripts are true, complete, and correct. I authorize the investigation of all statements contained in this application.

Applicant Signature:		Date:	
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