

**IESBGA Professional Development and Certification Program
CERTIFICATION APPLICATION**

Certification Candidate: _____

Requirements: Certification will be granted to the Candidate upon accumulation of 100 certification credits. Modules I, II, III, and IV are required as part of these credits (10 points each). The candidate must be a regular or associate member of IESBGA in good standing. Only the Certification Committee has the authority to waive any of these requirements. The Committee reserves the right to request additional documentation to verify requests for credits. All applications must be typed.

Education and Experience Credits: Candidate must have earned at least 20 credits, up to a maximum of 80 credits, in education and experience. A current resume, showing the candidate's employment, must be attached.

Education – max. 20 credits. 5 credits per degree (bachelor's, master's, doctorate.) 5 credits for technical or professional certification in field directly related to job (e.g. AGMAS level 3.) 3 credits for associate's degree, only in absence of bachelor's degree.

Total Education Credits _____

Experience – 5 credits per each 12 months with the Network or relevant business experience.

Total Experience Credits _____

Other Credit-Earning Options: For all conference besides IESBGA, must be job related. A conference schedule (with dates) and proof of attendance must be included with this form. Proof of attendance may be the program agenda, certificate of completion or sign-in sheet. The Certification Committee will affirm, adjust or deny points requested. Maximum request is 2 credits per conference.

IESBGA conference	<i>1 credit per each 6 CEUs*</i>	_____
DCEO/IEN meeting	<i>1 credit per meeting</i>	_____
APTAC national conference	<i>2 credits per conference</i>	_____
NASBITE national conference	<i>2 credits per conference</i>	_____
ASBDC national conference	<i>2 credits per conference</i>	_____
NBIA national conference	<i>2 credits per conference</i>	_____
Other:	<i>2 credits per conference</i>	_____
Other:	<i>2 credits per conference</i>	_____
Other:	<i>2 credits per conference</i>	_____
Other:	<i>2 credits per conference</i>	_____

*Contact Association Management at jackiew@siu.edu or 618-453-5672 to request a CEU transcript. Must be included with application.

Total Other Credit-Earning Credits _____

Community Service: Participation as officer or board member of a business-related, non-profit organization within the last 5 years, up to a maximum of 5 credits: 1 credit per 12-month period. On the attached form, list organizations, positions, date span, and credits requested.

<i>Name/Location of Organization</i>	<i>Office Held</i>	<i>Date Span</i>	<i>Credit Requested</i>

Total Community Service Credits _____
(Max. of 5 credits)

Writing and Research: Articles personally researched and written, and then published (by organization other than the Network) on small business topics within the last 5 years, up to a maximum of 10 credits: 2 credits per article. (Copies of published articles must be submitted with this form to receive credits.)

<i>Title of Publication</i>	<i>Publisher</i>	<i>Date</i>	<i>Credit Requested</i>

Total Writing and Research Credits _____
(Max. of 10 credits)

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CERTIFICATION APPLICATION CONTINUED

Presentations: Preparation and initial presentation within the last 5 years of Network-related seminars, up to a maximum of 5 credits: 1 credit per 2-hour presentation. Must relate to small business and be a single seminar 2 hrs. or more. If the presentation is greater than 2-hours, no more than 1 credit per presentation will be rewarded regardless of length.

<i>Topic/Title</i>	<i>Length of Presentation</i>	<i>Date</i>	<i>Credit Requested</i>

Total Presentations Credits _____
(Max. of 5 credits)

Non-Network Professional Development Programs: Documented attendance and completion of Non-Network professional development programs within the last 5 years on topics covered by the training modules, up to maximum of 10 credits: 1 credit per seminar of 3 hours or more.

<i>Professional Development Program</i>	<i>Date</i>	<i>Length</i>	<i>Credit Requested</i>

Total Non-Network Development Program Credits _____
(Max. of 5 credits)

Modules	Date	Credits
<i>Module 1- Professional Conduct and Ethic- 10 credits</i>		
<i>Module 2- Effective Counseling Techniques- 10 credits</i>		
<i>Module 3- Cross Marketing Network Services- 10 credits</i>		
<i>Module 4- Government Regulations- 10 credits</i>		
<i>Other Module</i>		

Total Module Credits _____

Total Certification Credits _____

Affidavit: I certify that, to the best of my knowledge, all of the above claims for certification credits are true and legitimate.

Affidavit: I certify that, to the best of my knowledge, this Business Specialist has satisfactorily completed all required training requirements.

Business Advisor Candidate- Printed

Peer Coach - Printed

Business Advisor Candidate Signature Date
Organization:

Peer Coach Signature

Phone Number:

Email Address: