

CERTIFIED BUSINESS DEVELOPMENT ADVISOR RE- CERTIFICATION APPLICATION
IESBGA Professional Development and Certification Program

Re-Certification Candidate: _____

Original Certification or Previous Re-certification Application Date: _____

Date Appearing on Most Recent Certified Business Specialist or Certified Business Development Advisor Certificate: _____

Requirements: *Re-Certification will be granted to the candidate upon accumulation of 40 re-certification credits. 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 Certification Committee reserves the right to request additional documentation to verify requests for credits. Documentation is encouraged to support this re-certification request. All applications must be typed.*

Education and Experience Credits: These are credits that have accrued since the candidate was certified or last re-certified (i.e. these are points for degrees completed since the original certification or last re-certification, and for years of experience beyond the point of original certification or last re-certification.) Please do not include any points for education and experience that were included to gain your original certification or last re-certification.

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. A current resume, showing the candidate's employment within the Network must be attached.

Total Education Credits _____
(Max of 20 credits)

Experience

Experience 1 - 5 credits per each 12 months with the Network, or experience directly _____

Experience 2 - 1 credit per each 12 months serving as a Peer Coach AND/OR 1 credit per each 12 months serving on an IESBGA committee. _____

Total Experience Credits _____
(Max of 30 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>	_____

*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 per organization: 1 credit per 12-month period per organization for no more than 3 organizations. 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 15 credits)

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Presentations: Preparation and initial presentation within the *last 3 years* of Network-related seminars, up to a maximum of 10 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 10 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 3 years (since the original date of your certification & not included for your original certification), 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)

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 _____
(Max of 10 credits)

Additional Modules: These would be Modules V – X. Date of Completion must be later than date of original certification. (10 credits per module). Attach signed Module Completion Checklist for each module.

<i>Modules</i>	<i>Date Completed</i>	<i>Credits</i>

Total Module Credits _____
Total Re-Certification Credits _____
(Min. of 60 credits)

Affidavit: I certify that, to the best of my knowledge, all of the above claims for certification credits are true and legitimate.
 Certified Business Development Advisor – Printed

 Certified Business Development Advisor Signature Date

 Phone:

 Email