



# Certified Business Broker (CBB) Application

The CABB 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 CABB. In order to obtain and hold the CBB designation, an applicant must complete the following:

## Initial CBB Certification Requirements

1. **Membership in CABB and Agreement to uphold the Association Code of Ethics.**
2. **Completion of CABB 101, CABB 201 and CABB 250.**
  - CABB 101: Members who have other certifications or experience may waive CABB 101 [CABB 101 Waiver Form](#)
  - CABB 201: Members who have completed IBBA 210, 220, AND 221 or hold an active CBI may waive CABB 201. [CABB 201 Waiver Form](#)
  - CABB 250: No Waiver available
3. **Proof of selling 5 California-based business transactions** (not Real Estate) that have successfully closed within the past 4 years where the applicant is the primary agent in the transaction. The 5 closed transactions must include at least 3 listing/seller representation transactions.  
[Download Transaction Submittal Form](#)
  - **Closed Transactions must meet one of the following criteria:**
    - Minimum gross transaction amount (purchase price) of \$100,000 or
    - Minimum gross success fee/commission to broker of \$10,000
4. **Attendance at 2 industry conferences** in the past 4 years (CABB, IBBA or M&A Source), minimum of 1 CABB Conference. *For example, if you are applying in 2023, then the conferences must have been attended within Jan 1, 2020-Dec 31, 2023.*  
*(proof of attendance must be provided for IBBA & M&A Source Conferences)*
5. **Completion of the CBB Application and \$50 Application Fee.**

Please use the following checklist on Page 2 to verify that you have completed all CBB requirements prior to submitting your application to CABB. Please submit your CBB application and supporting documents once you have completed ALL items. Applicants must submit all required documents in ONE EMAIL to [cabb@cabb.org](mailto:cabb@cabb.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 4 years. *For example, if you are applying in 2023, eligibility years are 2020-2023.*



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**Applicant Info**

<b>First Name:</b>		<b>Last Name:</b>	
<b>Company:</b>			
<b>Broker of Record:</b>			
<b>Office Address:</b>			
<b>City:</b>		<b>State:</b>	
		<b>Zip:</b>	
<b>Phone:</b>		<b>Email:</b>	

**Requirements Checklist:**

<b>Active/Current member of CABB</b>		<input type="checkbox"/> YES		
<b>Passed CABB 101 or <a href="#">CABB 101 waiver Form</a></b>	<input type="checkbox"/> YES	<b>CABB 101 Course Dates:</b>		
			<b>CABB 101 Waived:</b>	
			<input type="checkbox"/> YES	
<b>Passed CABB 201 or <a href="#">CABB 201 waiver Form</a></b>	<input type="checkbox"/> YES	<b>CABB 201 Course Dates:</b>		
			<b>CABB 201 Waiver:</b>	
			<input type="checkbox"/> YES	
<b>Completed CABB 250:</b>	<input type="checkbox"/> YES	<b>CABB 250 Course Dates:</b>		
<b>Conference #1:</b>	<input type="checkbox"/> CABB <input type="checkbox"/> IBBA <input type="checkbox"/> M&A SOURCE <i>(proof of attendance must be provided for IBBA &amp; M&amp;A Source Conferences)</i>	<b>Year Attended:</b>		
			<b>Verification provided:</b>	
			<input type="checkbox"/> YES	
<b>Conference #2:</b>	<input type="checkbox"/> CABB <input type="checkbox"/> IBBA <input type="checkbox"/> M&A SOURCE <i>(proof of attendance must be provided for IBBA &amp; M&amp;A Source Conferences)</i>	<b>Year Attended:</b>		
			<b>Verification provided:</b>	
			<input type="checkbox"/> YES	
<b>\$50 Application Fee:</b>	<input type="checkbox"/> PAID	<b>PAID DATE:</b>		
<b>REQUIRED CALIFORNIA BUSINESS TRANSACTIONS</b> <i>(Please see the CBB Submittal Form for more information)</i>	<b>CBB Transaction Submittal Form</b> <i>(required)</i>	<b>Escrow FINAL Closing Statement</b> <i>(required)</i> <i>Must have:</i> <i>1. Consideration amount</i> <i>2. Name of brokerage</i> <i>3. Fee paid to brokerage</i> <i>4. Transaction close date</i>	<b>CBB Transaction Verification Form</b> <i>(required)</i>	<b>*Executed APA, Bill of Sale, Confirmation of Funds Transfer to Brokerage, and Rep Agreement</b> <i>*Required if Final Closing Statement does not include all requested information or cannot provide CBB Transaction Verification Form</i>
<b>Transaction #1</b>	<input type="checkbox"/> COMPLETED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED
<b>Transaction #2</b>	<input type="checkbox"/> COMPLETED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED
<b>Transaction #3</b>	<input type="checkbox"/> COMPLETED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED
<b>Transaction #4</b>	<input type="checkbox"/> COMPLETED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED
<b>Transaction #5</b>	<input type="checkbox"/> COMPLETED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED



# Certified Business Broker (CBB) Application

### Designation

Once your application is submitted, CABB will review and contact you with the credentialing committees' decision. Individuals awarded the **CBB** designation shall receive a **CBB** certificate from CABB. 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 4-year timespan. The applicant's original certification period starts from the date the application is approved, and expires December 31<sup>st</sup>, four (4) years after. If the applicant applies anytime in Jan-Dec 2023 then the period is Jan 2023 to Dec 2026.

### 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 CABB.
- 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 CABB.

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.**

[Click here to view and download CABB CBB Policy Manual.](#)

I, \_\_\_\_\_, have read, understood, and agree to uphold the CABB Code of Ethics and CABB 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.

<b>Applicant Signature:</b>		<b>Date:</b>	
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