



# 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 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 AND CABB 201.**
  - o CABB 101: Members who have other certifications or experience may waive CABB 101 [CABB 101 Waiver Form](#)
  - o CABB 201: Members who have completed IBBA 210, 220, AND 221 or hold an active CBI may waive CABB 201. [CABB 201 Waiver Form](#)
3. **Effective January 1, 2021, completion of CABB 250 Legal Aspects course**
4. **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](#)
  - o **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
5. **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 2020, then the conferences must have been attended within Jan 1, 2017-Dec 31, 2020.*
6. **Completion of the CBB Application and \$50 Application Fee.**

### Applicant Info

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

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 documents in ONE EMAIL with all required documents emailed to [cabb@cabb.org](mailto:cabb@cabb.org).

As a reminder, all courses, conferences, and transactions must have been within the past 4 years. *For example, if you are applying in 2021, eligibility years are 2018-2021.*

### Return the entire application to:

California Association of Business Brokers  
4747 N. First Street, Suite 140  
Fresno, CA 93726  
Or email to: [CABB@CABB.org](mailto:CABB@CABB.org)



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**Requirements Checklist:**

Active/Current member of CABB		<input type="checkbox"/> YES			
Proof of Passing CABB 101 or <a href="#">CABB 101 waiver Form</a>	<input type="checkbox"/> YES	CABB 101 Course Dates:	CABB 101 Waived:	<input type="checkbox"/> YES	
Proof of Passing CABB 201 or <a href="#">CABB 201 waiver Form</a>	<input type="checkbox"/> YES	CABB 201 Course Dates:			
CABB 201 Waiver:	<input type="checkbox"/> RECEIVED – <i>attached, pending review and approval</i> <input type="checkbox"/> WAIVED <input type="checkbox"/> Non-Applicable				
Proof of completing CABB 250:	<input type="checkbox"/> YES	CABB 250 Course Dates:			
Conference #1:	<input type="checkbox"/> CABB <input type="checkbox"/> IBBA <input type="checkbox"/> M&A SOURCE		Year Attended:		
Conference #2:	<input type="checkbox"/> CABB <input type="checkbox"/> IBBA <input type="checkbox"/> M&A SOURCE		Year Attended:		
\$50 Application Fee:	<input type="checkbox"/> PAID	PAID DATE:			
<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 with all requested information)</i>	<b>CBB Transaction Verification Form</b> <i>(required if Final Closing Statement does not include all requested information or is not available)</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 and cannot provide CBB Transaction Verification Form)</i>	
	Transaction #1	<input type="checkbox"/> COMPLETED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED
	Transaction #2	<input type="checkbox"/> COMPLETED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED
	Transaction #3	<input type="checkbox"/> COMPLETED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED
	Transaction #4	<input type="checkbox"/> COMPLETED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED
	Transaction #5	<input type="checkbox"/> COMPLETED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED	<input type="checkbox"/> ATTACHED

**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) full years after. If the applicant applies anytime in Jan-March 2017 then the period is Jan 2017 to Dec 2020. If the applicant applies anytime April 1-Dec 31, 2017 then the expiration date is Dec 31, 2021. The renewal period then begins on the date of expiration.

**Revocation**

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



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- 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, his/her store of stationery and other renderings mentioning the CBB designation must be immediately destroyed. 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 matter. 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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