

# CABB

## Certified Business Broker (CBB) POLICY MANUAL



**California Association  
of Business Brokers**

*Updated May 2023*



## **TABLE OF CONTENTS**

<b>BENEFITS OF HOLDING A CBB DESIGNATION</b>	<b>2</b>
<b>HOW TO OBTAIN YOUR CBB FOR THE FIRST TIME</b>	<b>3</b>
<b>HOW TO RECERTIFY YOUR CBB</b>	<b>5</b>
<b>ONE YEAR - ONE TIME BRIDGE EXTENSION</b>	<b>7</b>
<b>CBB EXPIRATION OR LAPSE</b>	<b>7</b>
<b>REVOCAION OR TERMINATION</b>	<b>7</b>
<b>HOW TO EARN LIFETIME CBB</b>	<b>8</b>
<b>CBB COMMITTEE</b>	<b>8</b>
<b>LIST OF CBB FORMS WITH LINKS INCLUDED</b>	<b>10</b>



**The CABB Certified Business Broker (CBB) is a privileged designation that identifies an experienced and dedicated California-based 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.**

### **BENEFITS OF HOLDING A CBB DESIGNATION**

The CBB designation allows its holder the ability to differentiate from the competition. It is appropriate to use the initials CBB following your name in promotional materials and when signing correspondence. Many CBBs will find that it is an effective strategy, when marketing their services, to stress the benefits a client may expect by insisting on dealing with a certified professional. The CABB website also displays the CBB logo for each credentialed member and allows for a CBB priority search function.



## HOW TO OBTAIN YOUR CBB FOR THE FIRST TIME

### CBB CERTIFICATION PROCESS AND METHOD

To obtain and hold the CBB designation, an applicant must complete the following 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 NOTE:**

- Incomplete applications will not be reviewed.
- Only attendance from CABB, IBBA or M&A Source conferences are eligible for the conference requirement.
- CBB applicants **do not earn** and **cannot claim** the CBB designation until all requirements are met, reviewed and approved by the CABB CBB Committee. Until approved and certified, his or her status as an applicant is not used, or included in any promotional materials, statement of qualifications, or any other use whatsoever. The exception would be in providing testimony in a legal proceeding.

### CBB CERTIFICATION, USE, AND IDENTIFICATION

Once an application is submitted, CABB will review and communicate the credentialing committees' decision. Individuals awarded the **CBB** designation shall receive a **CBB** certificate.

While an active CBB, the member may then include the designation by the initials "**CBB**" or the words "**Certified Business Broker**" on business cards, seals, brochures, letterhead, Websites, Social Media Profiles and other promotional materials.

CABB has the exclusive right to the term "Certified Business Broker" as its registered with the United States Patent and Trademark Office, Register No. 5343924 on November 28, 2017.



CABB reserves the right to send out Cease and Desist notices as needed to individuals falsely claiming the CBB designation. Additionally, CABB reserves the right to take all necessary steps to secure and preserve its intellectual property rights.

### **CBB CERTIFICATION PERIOD**

The CBB designation is valid for a four-year timespan. The applicant's initial CBB certification period starts from the date the CBB application is approved, and expires December 31st, four (4) years later. For example, if a CBB applicant applies and is approved anytime in 2023 their CBB designation is valid from January 2023 to December 31, 2026. All CBB designations expire on December 31, as detailed on the CBB Recertification materials.



## HOW TO RECERTIFY YOUR CBB

### CBB RECERTIFICATION PROCESS AND METHOD

To recertify a CBB designation, an applicant must complete the following requirements.

1. **Membership in CABB and Agreement to uphold the Association Code of Ethics.**
2. **Completion of CABB 501 during the 4-year eligibility period.** *This course is typically offered virtually 2 times a year so please plan accordingly based on your expiration date.*
3. **Completion of CABB 250 Legal Aspects course.**
4. **Earning a total of 4 credits selling California-based businesses (representing the seller) that have closed within the 4-year certification timeline.** For example, if the CBB credential expires on Dec 31, 2023, then the submitted transactions must have been closed between Jan 1, 2020-Dec 31, 2023.  
[Download Transaction Submittal Form](#)
  - **Credits can be earned as follows:**
    - \$100,000 - \$2 Million Business Transaction Value – **Representing seller** (1 credit)
    - Above \$2 Million Business Transaction Value – **Representing seller** (2 credits)
    - Managing Broker – 0.5 Credits per transaction for an agent-run deal, that you oversaw (i.e. 8 transactions equal 4 credits)
  - **Closed Transactions must meet one of the following criteria:**
    - Minimum Gross Transaction amount (purchase price) of \$100,000 or
    - Minimum Gross Success Fee/commission 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 the CBB credential expires on Dec 31, 2023, then the conferences must have been attended within Jan 1, 2020-Dec 31, 2023.**  
**(Proof of attendance at IBBA and M&A Source Conferences must be provided)**
6. **Completion of the CBB Renewal Application and \$50 Application Fee.**

### **PLEASE NOTE:**

- Incomplete recertification applications will not be reviewed.
- Only attendance at CABB, IBBA or M&A Source conferences is eligible for the conference requirement.
- CBB Recertification applicants must complete the above requirement and renew prior to their expiration date to continue using the designation or must remove claim of credential from all promotional and marketing materials until successfully renewed.

### CBB CERTIFICATION PERIOD

The CBB designation is valid for a four-year timespan. The applicant's certification period is for the 4-year period prior to its expiration. For example, if the CBB expires December 31st, 2023, then the renewal period is January 1, 2020 to December 31, 2023. All requirements must be completed during this time (education, conference attendance & deals).



### **ONE YEAR - ONE TIME BRIDGE EXTENSION**

A one-time, one-year bridge extension may be requested if a CBB credential is about to expire, and the holder is not able to complete all the renewal requirements on time. The application and fee should be submitted no later than December 31 of the expiring year.

A one-time extension eliminates one (1) year of requirements eligibility. All requirements must be completed during a 4-year period from the new expiration date. For example, if your CBB credential expires on December 31, 2023 and you are approved for a one-year extension, your new CBB expiration date will be December 31, 2024. Submitted requirements must be within January 1, 2021 to December 31, 2024.

#### **Requirements:**

1. Membership in CABB and Agreement to uphold the Association's Code of Ethics
2. Payment for \$50 Extension Fee
3. Register and pay for a CABB 501 course in the year the credential is expiring, although the course may be taken in the future.
4. A member may only use the bridge extension once in the lifetime of the program.

### **CBB EXPIRATION OR LAPSE**

If a member's CBB credential is not renewed by its expiration date, for any reason (such as recertification was not applied for or renewed in time, CABB membership was not renewed in time, professional or personal circumstance), the CBB will have lapsed and will no longer be no longer valid. The member must immediately remove any claim of being designated a CBB or any use of the CBB logo from all of their promotional and marketing materials, including business cards, email signatures, websites, advertising, social media, etc.

If the lapsed member would like to renew/recertify their CBB designation and it is within 12 months of their expiration date, they can submit a written request with detailed information about the cause of the lapse to the CBB Committee, in the form of an email to [cabb@cabb.org](mailto:cabb@cabb.org), along with a completed CBB Renewal Application. The committee will review the member's situation and may approve that the member can be renewed as a CBB within that year. This will allow the member to recertify their CBB designation without interruption to their standing as a CBB (which may affect eventual qualification for the Lifetime CBB designation). This approval decision will be at the sole discretion of the CBB Committee.

If more than 12 months have passed since the member's lapse in their CBB designation, or if the CBB Committee does not approve a reinstatement that the member has requested, the member will need to fully reapply for the CBB Designation. This will effectively restart their CBB designation at year one (which may affect eventual qualification for the Lifetime CBB designation).

### **REVOCATION OR TERMINATION**

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.



**California Association  
of Business Brokers**

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.





## **HOW TO EARN LIFETIME CBB**

### **LIFETIME CBB (LCBB)**

In 2022 the CABB Board of Directors and the CBB Committee worked together to recognize our members who have gone above and beyond to uphold the ideals for which CABB was founded upon. We are excited to announce the creation of our Lifetime CBB (LCBB) Designation.

### **ELIGIBILITY**

To become a LCBB, CABB members must meet the following requirements:

- Be a current member of CABB
- Be a CABB member in good standing for at least 12 consecutive years.
- Hold a CBB designation for at least 12 consecutive years (3 program terms)

As a LCBB you will:

- No longer required to recertify your CBB (No subsequent renewals required)
- Be acknowledged during the CABB Annual Conference and in the CABB Connection newsletter
- Receive a LCBB Seal and number
- Remain an LCBB for as long as you remain in good standing as a CABB member

*\*Lifetime CBB does not provide lifetime CABB membership. You must still renew your annual CABB membership to maintain your LCBB status.*

For further information please reach out to CABB at [cabb@cabb.org](mailto:cabb@cabb.org)



### **CBB COMMITTEE**

The CBB committee is made up of volunteers and does 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. Once the final application is submitted to the committee for final review, it can take up to 30 days for approval.



## **LIST OF CBB FORMS WITH LINKS INCLUDED**

[CBB New Application 2023](#)

[CBB Recertification Application 2023](#)

[CBB Transaction Submittal Form 2023](#)

[CBB Transaction Verification Form 2023](#)

[CBB Extension Application 2023](#)