

Certification Requirements

Utah Business Licensing Association (UBLA) is continuing its effort to certify its members as Business Licensing Officials. The basic criterion for certification is based upon the following stipulations and accumulated requirements:

1. Be an active and current member of the Utah Business Licensing Association.
2. Complete 24 hours of educational instruction as identified and approved by members of the Utah Business Licensing Association.

The areas identified are:

6 hours	Regulatory Licensing
4 hours	Case Law
2 hours	Interstate Commerce
2 hours	Constitutional Law
3 hours	Sales & Temporary Sales Taxes
3 hours	Alcohol Licensing
3 hours	Ethics & Customer Service
1 hour	Business License Enforcement

3. Be actively engaged in the issuance of business licenses within the jurisdiction you represent.

There are no fees for certification; however, an application is required. The application has space for you to enter the training hours you have received.

The certification will be valid for a three (3) year period from the date of issuance.

After that time you will need to update your certification by listing the continuing education

and/or training accomplished within the previous three (3) year period. Attending conferences offered by the UBLA and the National Bureau of Business Licensing Officials (NBBLO) will assist individuals to maintain proficiency and continuing education in the licensing field.

For individuals whose entity only permits one person per year to attend a conference, a review of hours accumulated and hours required will be reviewed on a case-by-case basis. (Documentation from your entity will be required.)

Training could be substituted for applicable educational hours offered by the (NBBLO). For example: if *Interstate Commerce* was offered, you could take credit for that as part of the core requirements. (If using hours from a NBBLO Conference, please submit with the application documents showing proof of attendance including the subject presented, the date and amount of time.)

UTAH BUSINESS LICENSING ASSOCIATION PROFESSIONAL DEVELOPMENT/CERTIFICATION PROGRAM

Application is hereby made for certification as a Licensing Official

New Certification

CBLO re-certification

Name: _____

Title: _____

Jurisdiction: _____

Office Address: _____

Phone: _____ Fax: _____

E-mail: _____

Preferred mailing address: Home _____

Office _____

I hereby certify that I am currently a member in good standing of the Utah Business License Association. I further certify that I am actively engaged in granting licenses for the conduct of business in my jurisdiction. I also certify that I have accumulated the minimum educational curriculum requirements set forth by the Association.

Signature: _____

Date: _____

Utah Business Licensing Association Certification Information Form

Show on the blank lines, the date and number of hours of education claimed for credit toward certification. Total of 24 hours required within three (3) years .

Regulatory (six (6) hours): _____

Case Law (four (4) hours): _____

Alcohol Licensing (three (3) hours): _____

Interstate Commerce (two (2) hours): _____

Constitutional Law (two (2) hours): _____

Sales & Temporary Sales Taxes (three (3) hours): _____

Ethics & Customer Service (three (3) hours): _____

Business License Enforcement (one (1) hour): _____

Approved: _____

UBLA President

Certificate No.: _____

Issue Date:

UBLA Secretary