



BUSINESS RETENTION AND EXPANSION INTERNATIONAL

Application for BR&E Professional Certification

Name _____

Title/Position _____

Company/Organization _____

Address _____

State/Province _____ Country _____ ZIP/Postal Code _____

Telephone _____ FAX _____ E-mail _____

Initial BRE Project Coordinator Certification or last Recertification Date _____

BRE Professional is the advanced level of certification for Business Retention and Expansion International. It is awarded to those who have completed a rigorous set of education requirements, demonstrated dedication to the profession and participated in the maintenance and growth of the BREI organization through service. In order to be eligible to receive the certification, a person must be a **current** member of BREI, hold a **current** BR&E Project Coordinator certification, and complete the following mandatory requirements plus five additional activities from the following list. The certification is valid for a period of three years (expiration on December 31 of the third year following certification or recertification) and renewed by completing the appropriate education and participation requirements.

Education Core Courses

BREI Fundamentals Course (*required*)

Date: _____ Location: _____

Proof of having taken this course should consist of a copy of the BREI training certificate.

*Introduction to Economic Development (*required*)

Sponsoring Organization: _____

Date: _____ Location: _____

Proof of having taken this course should consist of either a copy of a certificate from a recognized training entity or a copy of an official university/college transcript.

OR

*If this course has not been taken or if a certificate/transcript cannot be obtained, the applicant is **REQUIRED** to pass the BREI Basic Economic Development Test.*

For further information, e-mail ryan.kelly@brei.org.

*Substitutions for the *Introduction to Economic Development* course can include Principles of Microeconomics, Regional Economics, Economic Impact Analysis, or a similar course taught by an accredited college or university.

Continuing Education Courses

Sixteen (16) hours of BREI-sponsored web-based continuing education courses (two (2) of face-to-face contact time substitutes for one (1) hour of web-based contact) required within four (4) years of the application submission date; a maximum of eight (8) hours of web-based contact time from non-BREI courses may be substituted for four (4) hours of web-based contact time from BREI-sponsored courses if the non-BREI course is taught by a recognized and approved non-BREI training entity. **Non-BREI Sponsored hours are subject to approval of the BREI Education Committee and Board.** (Attach additional pages if needed)

Course Title: _____

Date: _____ Location: _____

Course Title: _____

Date: _____ Location: _____

Course Title: _____

Date: _____ Location: _____

Course Title: _____

Date: _____ Location: _____

Course Title: _____

Date: _____ Location: _____

Course Title: _____

Date: _____ Location: _____

Course Title: _____

Date: _____ Location: _____

Course Title: _____

Date: _____ Location: _____

Substitute Course Title: _____

Training Entity: _____

Date: _____ Location: _____

Substitute Course Title: _____

Training Entity: _____

Date: _____ Location: _____

Proof of having taken substitute courses should consist of either copies certificates from a recognized training entity or copies of official university/college transcripts. An agenda detailing the composition of the course must also be included in the application packet. The course must contain at least eight (8) hours of contact instruction time.

BREI Organizational Involvement

Two (2) activities required in addition to conference attendance; all activities must have taken place within four (4) years of the application submission date.

Attend two (2) BREI annual conferences (**required**)

Date: _____ Location: _____

Date: _____ Location: _____

Serve as a BREI board member, officer, committee chair, active committee member or state/provincial ambassador.

Activity: _____

Dates: _____

Write and publish an article on Business Retention and Expansion (*provide a copy of the article*)

Title: _____

Media Title/Location: _____ Date: _____

Teach the BREI Fundamentals Course or develop and/or teach a BREI Continuing Education Course

Location: _____ Date: _____

Host the BREI Annual Conference, the BREI Fundamentals Course or a BREI Continuing Education Course (*courses may be hosted in either a face-to-face or an online format*)

Location: _____ Date: _____

Make a presentation on Business Retention and Expansion at a state, provincial, regional or national conference

Presentation Title: _____

Organization Name: _____

Conference Title: _____

Location: _____ Date: _____

Business Retention & Expansion Program Participation

Provide leadership for at least one (1) BR&E Program within four (4) years of the application submission date.

Date: _____ Location: _____

Role: _____

I certify that I have carried out the above activities and submit them in support of this application. I also understand that I must be a member of BREI in good standing to apply for certification and that I will maintain my BREI membership as a condition of my certification.

Signature of Applicant _____ Date _____

The BRE Professional certification fee is \$250.00 US; this fee is payable when the application for recertification is approved by the Education Committee.

Please email the BRE Professional Certification form and any supporting documentation to brei@brei.org. Please indicate in your email that this correspondence should be delivered to the Education Committee.