UBLA
UTAH BUSINESS LICENSE ASSOCIATION

CBLO 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 22 hours of educational instruction as identified and approved by members of the Utah Business Licensing Association.

The areas identified are:

8 hour	Regulatory Licensing
2 hours	Case Law/Constitutional Law
3 hours	Business License Enforcement
3 hours	Sales & Temporary Sales Taxes
3 hours	Alcohol Licensing
3 hours	Ethics & Customer Service

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 four (4) 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 four (4) year period. Attending conferences offered by the UBLA will assist individuals to maintain proficiency and continuing education in the licensing field.

For individuals who 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. (Documentation from your entity will be required.)

UBLA YEARLY CONFERENCES ACCUMULATED CERTIFICATION HOURS

Name: _____

Title:_____

Jurisdiction: _____

☐ New Certification ☐ CBLO Re-Certification

CATEGORY	CERTIFICATION HOURS					
	YEAR___ HOURS	YEAR_____ HOURS	YEAR_____ HOURS	YEAR_____ HOURS	TOTAL HOURS	**REQUIRED HOURS**
Regulatory Licensing						8
Case/Constitutional Law						2
Sales & Temp Sales Tax						3
Alcohol Licensing						3
Customer Service & Ethics						3
Business License Enforcement						3
CERTIFICATION RECEIVED: _____ **EXPIRES:** _____						

CATEGORY	RE-CERTIFICATION HOURS					
	YEAR___ HOURS	YEAR_____ HOURS	YEAR_____ HOURS	YEAR_____ HOURS	TOTAL HOURS	**REQUIRED HOURS**
Regulatory Licensing						8
Case/Constitutional Law						2
Sales & Temp Sales Tax						3
Alcohol Licensing						3
Customer Service & Ethics						3
Business License Enforcement						3
RE-CERTIFICATION RECEIVED: _____ **EXPIRES:** _____						

Approved: _____ **Signed:** _____

UBLA President UBLA Secretary

Certificate Number _____ Issue Date _____