

Master in Business Licensing Application and Program Requirements

I. Eligibility: Any business licensing official that has attained the ABL designation is eligible to apply for the MBL.
 ABL designation received on _____.

II. Application:

Name: _____
 First Middle Last

Local Government or Employer: _____

Title: _____ Email Address: _____

Mailing Address: _____
 (Street Address or PO Box) Type: Municipal Business Home New

City State Zip

Telephone: (____) _____ Fax: (____) _____

III. Experience: Accumulation of 50 experience points in business licensing within the previous seven years.
 Include Proof of Points Sheets for all points earned.

<u>Experience/Activity</u>	<u>Points</u>	<u>Maximum</u>
Person engaged in business and professional license administration or enforcement with supervisory responsibilities	5 per year	25
Person engaged in business and professional license administration or enforcement without supervisory responsibilities	4 per year	20
Person engaged in business and professional license administration or enforcement as secondary responsibility	3 per year	15
Attendance at BLOA Advanced Academy	5 each	25
Attendance at BLOA Annual Meeting	5 each	25
Presentation at BLOA training sessions and annual conferences. <i>Note: 30-minute minimum with written handouts</i>	3 each	15
Active service on BLOA Board	3 per year	15
Service on a committee appointed by the BLOA Board	2 per year	10
Attendance at regional business licensing officials meetings	2 each	20
Attendance/presentation at professional development seminars and programs related to job responsibilities and/or municipal topics <i>Note: Six-hour minimum per seminar/program. One point per seminar/program not per six-hour interval.</i>	1 each	10
Regional business licensing officials meeting coordinator/moderator <i>Note: Responsibilities to include coordinating facilities and facilitating meeting. Only one person may claim this per regional meeting. Person claiming this credit may also claim two points for attending the meeting.</i>	1 each	10
Moderator/panelist at BLOA training sessions and annual conferences	1 each	10
Attendance at National Bureau of Business License Officials conference	1 each	5
Member of SC Business Licensing Officials Association	1 per year	5
Member of National Bureau of Business License Officials	1 per year	5

IV. Application Fee: The MBL Application fee of \$125 for BLOA members and \$175 for nonmembers must accompany each application. *Note: The application fee is nonrefundable. Refunds will not be made for ineligibility or failure to sit for the exam. Verify your membership status before submitting your application.*

Send completed application along with check made **payable to MASC** to:
 MBL Program - Municipal Association of South Carolina | PO Box 12220 | Columbia, SC 29211

V. Code of Ethics: Those seeking the ABL designation must agree to abide by the ABL/MBL Code of Ethics.

I hereby apply for the Master in Business Licensing designation and attest that all statements and presentations herein are accurate and true to the best of my knowledge. I acknowledge that the MBL designation is subject to revocation or other action under the Policy and Procedure on Revocation of ABL/MBL designations, and I agree to abide by that Policy and Procedure.

Signature _____ Date _____