



WSCAI Certified Business Partner (CBP) Checklist

1. Membership & Eligibility

- Be a *current WSCAI Business Partner member* in good standing.
- Confirm you are in *satisfactory legal, ethical, and financial standing* within the industry and with WSCAI.
- Ensure you have *at least one (1) year of industry experience* (either Business Partner or association management qualifies).

2. Code of Ethics & Seminar

- Review and agree to the *WSCAI Business Partner Code of Ethics*.
- Complete the *Business Partner Success Seminar* (within the past 3 years).

3. Points Accumulation (Initial Application)

To apply, applicants **must earn 60 total points** from the following categories — *all earned within the past three (3) years*.

A. Industry & Chapter Knowledge

- Business Partner Success Seminar completed (required).

Minimum: *Included in point totals below.*

B. WSCAI Chapter Demonstration of Knowledge (*Minimum required: 10 pts; Max allowed: 35 pts*)

- Presenter at WSCAI chapter program – *15 pts each*.
- Author of WSCAI Journal/industry publication:
 - 500 words – *10 pts each*
 - 1,000 words – *15 pts each*
 - 1,500 words – *20 pts each*



C. WSCAI Chapter Leadership (*Minimum one year required*)

- Board President – 20 pts/yr
- Board Member – 15 pts/yr
- Committee Chair – 10 pts/yr
- Committee/Task Force Member – 5 pts/yr
- Strategic Planning Committee Member – 5 pts/yr

D. WSCAI Chapter & Industry Participation (*Minimum required: 20 pts*)

- Attendance at *CA Day or Annual Conference* – 10 pts each.
- Attendance at *other WSCAI chapter events* – 5 pts each (max 4).
- Development of a WSCAI workshop/course/seminar – 20 pts.
- Attendance at related industry seminars:
 - 3–5 hours – 5 pts
 - 6+ hours – 10 pts

4. Application Submission

- Complete the *CBP Application*.
- Pay the *Initial Application Fee* – \$350.
- Attach documentation of qualifying activities (points, seminars, leadership, etc.).
- Submit application for review by the *Business Partner Committee & WSCAI Board*.