



# American Institute of Certified Board Advisors

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[www.aicba.com](http://www.aicba.com)

## Application for Certified Board Advisor

AICBA Use Only    Approval Date:     Membership #:

### 1. Personal Information

Salutation: (check one)     Mr.     Ms.     Mrs.     Miss     Dr.     Professor

First Name:

Middle Name:

Last Name:

Home Address:

City:     State/Province:     Postal Code:

Country (if non U.S.):

Home Phone:    Country Code:     Area Code:  -

Personal E-mail:

Have you ever been convicted of a Felony?     No     Yes

### 2. Business Information

Title:

Company Name:

City:     State/Province:     Postal Code:

Business Phone:    Country Code:     Area Code:  -

Business E-mail:

**3. Education**

**Undergraduate School**

College/University:

City/State/Country:

Degree Awarded:  Date Conferred:  Major:

**Undergraduate School**

College/University:

City/State/Country:

Degree Awarded:  Date Conferred:  Major:

**Undergraduate School**

College/University:

City/State/Country:

Degree Awarded:  Date Conferred:  Major:

**Graduate School (Masters, JD, Doctorate or other Post-Graduate Work):**

College/University:

City/State/Country:

Degree Awarded:  Date Conferred:  Major:

**Graduate School (Masters, JD, Doctorate or other Post-Graduate Work):**

College/University:

City/State/Country:

Degree Awarded:  Date Conferred:  Major:

**Graduate School (Masters, JD, Doctorate or other Post-Graduate Work):**

College/University:

City/State/Country:

Degree Awarded:  Date Conferred:  Major:

Please list or attach any specialized education and/or training:

**4. Professional Licenses & Certifications**

A. Designation:

License/Certification #  License/Certification Date:

B. Designation:

License/Certification #  License/Certification Date:

C. Designation:

License/Certification #  License/Certification Date:

D. Designation:

License/Certification #  License/Certification Date:

**5. Experience:**

Please attach a current resume and if available a Bio.

**6. Board Experience:**

***Please Note:*** If you have not yet served on a Board or acted as a Trusted Advisor to a Board, please skip this section and move onto Sections 7 and 8.

**6A. If you serve/served on a Board (For-Profit or Not-for-Profit), complete the information below (please note that if you wish to detail *more than one Board* please attach additional copies of this section with your application):**

Company or Organization Name:

Company or Organization Address:

City:  State:  Country:

Company Type:  Public  Private  Not-for-Profit

Revenue:  Company or Organization Website:

**Role You Serve/Served on the Board (check all that applies):**

- |  |  |
|--|--|
| <input type="checkbox"/> Chairman of the Board       | <input type="checkbox"/> Audit Committee         |
| <input type="checkbox"/> Executive Committee         | <input type="checkbox"/> Compensation Committee  |
| <input type="checkbox"/> Risk Mgt Committee          | <input type="checkbox"/> Strategy Committee      |
| <input type="checkbox"/> Technology Committee        | <input type="checkbox"/> Information Technology  |
| <input type="checkbox"/> Cyber Security Committee    | <input type="checkbox"/> Crisis Management Group |
| <input type="checkbox"/> Strategic Development - M&A | <input type="checkbox"/> Other                   |

Other(s):

**6B. If you advise/advised on a Board (For-Profit or Not-for-Profit), complete the information below (please note that if you wish to detail *more than one Board* please attach additional copies of this section with your application):**

Company or Organization Name:

Company or Organization Address:

City:  State:  Country:

Company Type:  Public  Private  Not-for-Profit

Revenue:  Company or Organization Website:

**Advisory Role You Serve/Served to the Board (check all that applies):**

- |  |   |
|--|---|
| <input type="checkbox"/> Legal                           | <input type="checkbox"/> Strategy & Management Consulting |
| <input type="checkbox"/> Compensation & Benefits         | <input type="checkbox"/> Information Systems              |
| <input type="checkbox"/> Cyber Security                  | <input type="checkbox"/> Risk Management                  |
| <input type="checkbox"/> FCPA/Whistle Blower Issues      | <input type="checkbox"/> Business Processes               |
| <input type="checkbox"/> Country Advisory/Political Risk | <input type="checkbox"/> Investment Banking               |
| <input type="checkbox"/> Outside Auditor                 | <input type="checkbox"/> Humans Resources                 |
| <input type="checkbox"/> Scientific/Industry Technology  | <input type="checkbox"/> Security                         |
| <input type="checkbox"/> Strategic Development - M&A     | <input type="checkbox"/> Manufacturing                    |
| <input type="checkbox"/> Financial/Cash Management       | <input type="checkbox"/> Crisis Management                |

Other(s):

**7. Professional Recommendation:**

**Please include one letter of recommendation (Limited to two pages) from an executive to whom you have reported, a senior level colleague, a fellow Director and/or Member of the Board of an organization for which you have worked as a Trusted Advisor. Your recommendation should include reference to your direct involvement in resolving any type of strategic decision making, organizational oversight and/or integrity breakdown as well as of material crisis involving but not limited too the following:**

1. Strategic decision(s) involving the direction of the organization.
2. Strategic decision(s) involving the resolution of any conflict/dilemma between shareholder/stakeholder interests and the personal interests of executive management.
3. Assessing key management performance.
4. Serious issues involving the oversight of the organization's management, employees, partners/alliances, customers, vendors as well as both inside and outside integrity monitoring functions such as the external auditors, legal counsel, corporate security, etc.
5. Serious ethical, socially responsible or legal misconduct that required immediate attention.
6. Major crisis management.

**8. Personal Case Study:**

***Please Note: The Case Study is required for anyone who has not yet served on a Board or acted as a Trusted Advisor to a Board. It is optional for those with material Board Directorship and/or Advisory experience.***

**Please provide us with a personal case study with your application summarizing your direct involvement, as a Board member, Trusted Advisor or professional/executive, in resolving any type of strategic decision, organizational oversight and/or integrity breakdown as well as any type of material crisis involving but no limited to the following issues:**

1. Strategic decision(s) involving the direction of the organization.
2. Strategic decision(s) involving the resolution of any conflict/dilemma between shareholder/stakeholder interests and the personal interests of executive management.
3. Assessing key management performance.
4. Serious issues involving the oversight of the organization's management, employees, partners/alliances, customers, vendors as well as both inside and outside integrity monitoring functions such as the external auditors, legal counsel, corporate security, etc.
5. Serious ethical, socially responsible or legal misconduct that required immediate attention.
6. Major crisis management.

Please limit your response to two pages, ***summarizing*** (using bullet points if possible) the following:

1. The background of the organization and its operating environment (competitive, globalization, technological, financial, regulatory & political elements).
2. Describe the incident or board/executive decision itself as well as the organizational issue(s) involved.
3. Your role.
4. The board's/organization's resolution to the issue(s).
5. The strengths & weaknesses of the resolution as well as your lessons learned.

***Please feel free to sanitize any information necessary to preserve confidentiality.***

**9. Application for Certification Under the Professional Achievement Certification Program of the AICBA:**

I understand that the certification will be based on the information provided above and that I may be asked to provide additional supporting information.

**Applicant's Signature:**

I declare that all of the information contained in this application is true and correct and agreed to provide any supporting documentation requested by the AICBA.

If accepted, I agree to abide by the AICBA Code of Conduct along with fulfilling Continuing Professional Education requirements. I understand that I must renew my membership annually and be a member in good standing in order to retain the professional designation. I understand that any certifications awarded will be revoked for failure to renew my membership and that I CANNOT hold myself out as certified if I am not an active member in good standing.

**For electronic signature type your "full name"**

**Date:**

**10. Fees & Dues** (Note: Application fee is required with the application):

CBA one time application processing fee:

**US & Canada - \$129**

**International - \$239**

Annual dues for Certified Board Advisor:

**US & Canada - \$249**

**International - \$269**

*The application fee is nonrefundable.*

Please make check or money order payable to the **AMERICAN INSTITUTE of CERTIFIED BOARD ADVISORS** or if you wish, you may pay with PayPal or with a credit card through PayPal. Please see the Tab for "CBA Payments".

First-year annual dues payment will be billed upon AICBA approval of your application for Certified Board Advisor.

Future dues are billed annually on certification anniversary date.

**Mail your application and payment to:**

**AMERICAN INSTITUTE of CERTIFIED BOARD ADVISORS  
Washington, D.C. Headquarters  
Suite 101  
3032 Averley Road  
Ijamsville, MD 21754**

**Or**

**E-mail your application with attachments to:**

**Apps@AICBA.com**

- Please check this Box if you were influenced to apply for Certification because of our AICBA Women's Initiative Program lead by Carolyn Stefanco PhD CBA Vice-Chair, Board of Advisors.

**11. Checklists:**

- Signed and dated application
- Resume/Bio, Letter of Recommendation & Personal Case Study
- Application Processing Fee

**Attention: applications will not be processed without payment**

Note: Supporting documentation such as Diplomas, Transcripts, Certifications, etc. are not required to be submitted with your application. Any documentation required by the Institute will be requested on an as needed basis.

**Print your name here as you want it to appear on your certificate:**

Please Note: Certification designations of other organizations cannot be printed on the certificate.