

# 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: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

**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 <b>with</b> supervisory responsibilities  | 5 per year    | 25             |
| Person engaged in business and professional license administration or enforcement <b>without</b> supervisory responsibilities   | 4 per year    | 20             |
| Person engaged in business and professional license administration or enforcement as secondary responsibility   | 3 per year    | 15             |
| Member of SC Business Licensing Officials Association   | 1 per year    | 5              |
| Attendance at BLOA Advanced Academy   | 5 each        | 25             |
| Attendance at BLOA Annual Meeting   | 5 each        | 25             |
| Presentation at BLOA training sessions and annual conferences.<br><i>Note: 30-minute minimum with written handouts</i>  | 3 each        | 15             |
| Moderator/panelist at BLOA training sessions and annual conferences   | 1 each        | 10             |
| 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 at virtual business license meetings hosted by the Municipal Association   | 3 per year    | 9              |
| Attendance/presentation at professional development seminars and programs related to job responsibilities and/or municipal topics<br><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<br><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             |

**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 \_\_\_\_\_