

# Master in Business Licensing Recertification Requirements

**I. Eligibility:** Any business licensing official who has the MBL designation must accumulate 30 points every three years to be recertified. At minimum, officials must attend at least one meeting in the three-year period, and must be a member of the SC Business Licensing Officials Association each year. The rest of the points can be an accumulation of the various activities listed below.

**II. Application:**

Name: \_\_\_\_\_  
First Middle Last

Local Government: \_\_\_\_\_

Title: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

**III. Experience:** Officials must accumulate 30 experience points in business licensing within the previous three years.  
*Include Proof of Points Sheets for all points earned.*

	<u>Points</u>	<u>Maximum</u>
Person engaged in business and professional license administration or enforcement	2 per year	6
Membership in BLOA	1 per year	3
Attendance at BLOA Advanced Academy	5 each	15
Attendance at BLOA Annual Meeting	5 each	15
Presentation at BLOA training sessions and annual conferences. <i>This has a 30-minute minimum with written handouts.</i>	3 each	9
Active service on BLOA Board	3 per year	9
Service on a committee appointed by the BLOA Board	2 per year	6
Attendance at regional business licensing officials meetings	2 each	20
Attendance at virtual business licensing officials meetings hosted by the Municipal Association	3 per year	9
Regional business licensing officials meeting coordinator/moderator <i>Responsibilities include coordinating facilities and facilitating meeting. Only one person may claim this per regional meeting. The person claiming this credit may also claim two points for attending the meeting.</i>	1 each	5
Attendance/presentation at professional development seminars and programs related to job responsibilities and/or local government topics <i>This is a six-hour minimum per seminar/program. One point is given per seminar/program, not per six-hour interval.</i>	1 each	10
Participation in the mentoring program <i>This requires one hour of mentoring per month for six consecutive months.</i>	1 per year	3
Participation in the shadowing program <i>Officials must host/visit with another local government business license official, spending at least four hours in one day learning and exchanging ideas.</i>	4 per session	8
Peer review <i>Officials must collaborate with other business license officials to identify opportunities for improvement and areas of strength. (Review membership roster at www.masc.sc (keyword: BLOA).</i>	5 per every three years	5
Community outreach <i>This requires distributing business licensing information at a community event.</i>	1 per event	5

**IV. Application Information:**

Send completed application and proof of points sheets to:  
 MBL Program - Municipal Association of South Carolina | PO Box 12220 | Columbia, SC 29211

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

*I hereby reapply 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 \_\_\_\_\_

**Revocation:** Recertification points must be earned by December 31, 2023. Members must submit this form and backup materials by January 31, 2024, in order to retain the MBL designation.