



**BUSINESS RETENTION AND  
EXPANSION INTERNATIONAL**  
**Application for BR&E Coordinator Recertification**

Name \_\_\_\_\_

Title/Position \_\_\_\_\_

Company/Organization \_\_\_\_\_

Address \_\_\_\_\_

State/Province \_\_\_\_\_ Country \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_ E-mail \_\_\_\_\_

Initial BRE Project Coordinator Certification or last Recertification Date \_\_\_\_\_

**BR&E Coordinator** is the entry-level recertification for Business Retention and Expansion International. It is awarded to those who complete the BREI Fundamentals Course or the BREI Basic Course (this course has been replaced by the Fundamentals Course). The certification is valid for a period of three years (expiration on December 31 of the third year following certification or recertification) and renewed by completing the appropriate education and participation requirements.

### **Education**

**Option 1:** Successfully complete one (1) BREI Sponsored Continuing Education Course in the three (3) years prior to the recertification application

**Option 2:** Successfully complete four (4) hours of BREI Sponsored Webinars/Short Courses in the three (3) years prior to the recertification application. A maximum of four (4) hours of non-BREI Sponsored Webinars/Short Courses may be substituted for two (2) hours of the BREI Sponsored Webinars/Short Courses. **Non-BREI Sponsored hours are subject to approval of the BREI Education Committee and Board.**

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

## Business Retention & Expansion Program Participation

Participate in conducting at least one BR&E Program

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Role: \_\_\_\_\_

## BREI Organizational Involvement

Attend one (1) BREI annual conference in the three (3) years prior to the recertification application

Date: \_\_\_\_\_ Location: \_\_\_\_\_

**I certify that I have carried out the above activities and submit them in support of this application. I also understand that I must be a member of BREI in good standing to apply for certification and that I will maintain my BREI membership as a condition of my certification.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

***The BRE Coordinator recertification fee is \$25.00 US; this fee is payable when the application for recertification is approved by the Education Committee.***

Please email the BRE Coordinator recertification form and any supporting documentation to [ryan.kelly@brei.org](mailto:ryan.kelly@brei.org). Please indicate in your email that this correspondence should be delivered to the Education Committee.