

FORM 123 INSTRUCTION CHECKLISTS

Applicants! Refer to this checklist after completing the form.

To ensure timely processing, double-check that you have followed all instructions.

- Yes___ No___ Does this form have an original signature from you and your supervisor? CSB cannot accept photocopied signatures.
- Yes___ No___ Have you signed and dated this form? You must sign and date the form **before** giving it to your supervisor for verification. Your supervisors should then mail the completed form directly to CSB. Be sure to give your supervisor the return envelope we have provided.
- Yes___ No___ Have you reminded your supervisor of the importance of completing item **F** with his or her date of initial registration (including foreign employers)?
- Yes___ No___ Did you include overtime work in your Training Unit totals? If so, you should indicate **total** hours worked per week (including overtime) in items **6** and **III**.
- Yes___ No___ Did you project the number of Training Units you will earn beyond the date your supervisor will sign the form? If so, be aware that **projected Training Units will not be accepted**. Item **I** from the Supervisor's section must be dated **after** the reported date in item **III**.
- Yes___ No___ Did you a separate Form 123 for each employment status change (part-time, full-time, relocation to out-of-state branch office, new employer, etc.)?
- Yes___ No___ If you are employed on a contractual basis, have you provided a letter indicating the extent to which you are/were subject to the direct and daily supervision and control of your supervisor?
- Yes___ No___ Have you indicated your mentor's name, employer, telephone number, and e-mail address? Your daily supervisor may serve as your Mentor.

Supervisors! Refer to this checklist after completing the form

- Yes___ No___ Have you carefully reviewed item **1-11** of the Employment Verification section and **I-IV** of the IDP Training Unit Report section of this form (if applicable)?
- Yes___ No___ Have you completed items **A-H** of the Employment Verification section of this form?
- Yes___ No___ Sign and date the form, make a photocopy for your records, and mail original to CSB

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