



BCYBA MEMBERSHIP APPLICATION PROCESS

Thank you for your application to the BC Yacht Brokers Association. We would like to take this opportunity to outline the application process:

1. APPLICATION

A completed application form must be submitted to the BCYBA for the appropriate membership category.

- Company Member – company members must meet the following criteria:
 - Current membership within BC Marine Trades Association;
 - A publicly accessible (and open consistently during regular business hours) office;
 - Uses a trust account for brokerage transactions;
 - Holds a current applicable business license;
 - All eligible individual brokers within the company have joined the BCYBA;
 - Has the endorsement of two current BCYBA Company Members.
- Individual Membership criteria:
 - Has been a broker for a minimum of one year, full-time and continuous practice and is applying as an employee or contracted consultant to a current BCYBA Company Member.
- Pending Individual Membership criteria:
 - Has recently (i.e., within the past two months of the application date) become employed with a current BCYBA Company Member.

Your membership application will be published in the BCYBA board of directors meeting minutes and current members will be permitted to submit comments concerning your eligibility and worthiness.

2. BROKER 101 EXAM

Once you have submitted your membership application, you will receive study material for the BCYBA entry level exam: Broker 101. This exam provides a basis for evaluation of your acceptance to the BCYBA, covering the basics of brokering in British Columbia. The exam covers basic sales knowledge and transactional issues, the BCYBA Constitution and Code of Ethics and general boating regulations (including transfer/registration of ownership).

You will have one hour to complete this exam, consisting of multiple choice questions. All membership applicants must achieve a pass mark of 70% or higher to be eligible to become a BCYBA member. You must successfully complete the Broker 101 Exam within three months (90 days) of the approval of your application in the BCYBA meeting minutes.

Pre-requisites:

- VHF License
- Pleasure Craft Operator Competency Card

3. FINAL APPROVAL

Upon the successful completion of the Broker 101 Exam, your application will be re-submitted to the BCYBA board of directors for final approval. Upon approval, you will receive a package that includes:

- Access to the BCYBA Members Only section on www.bcyba.com;
- Digital copies of all common documents with written approval from BCYBA to use;
- Digital versions of the BCYBA logo for use on your documents and advertising;
- Window decal to be displayed in a visible area at your place of business;
- Additional material and benefits as applicable from time to time.

4. CERTIFIED PROFESSIONAL YACHT BROKER DESIGNATION

Once you qualify, all BCYBA members are strongly encouraged to obtain their CPYB designation. Please visit www.cpyb.net for information on qualification criteria, and how to apply.

BC Yacht Brokers Association

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