



CGBP Exam Registration Step by Step Instructions

1. Go to www.nasbite.org
2. On the main navigation at the top of the home page, hover over **CGBP** with your cursor, when the drop down menu appears, click on **Exam Registration**.
3. On the Exam Registration page, click on the large blue button that says **Register Now**.
4. On the CGBP Exam Registration page, click where it says, **Click here to register for the CGBP exam**.
5. On the Registration page, under Registration Information, type in your username, First Name, and Last Name. From the drop down menu at the bottom of the form, select Credential and click **Continue**.
6. On the Membership Selection page, click on the radio button next to **CGBP Exam - \$395.00**, then click the blue button that says, **Continue with the Selected Membership**.
7. On the Step 2 – CGBP Exam Registration page, please read all instructions carefully before proceeding. Once you have read the instructions, fill out the registration form.
8. In order to have your exam fees paid with SBA funds, you must do the following:
 - a. Register using your business email that is connected to an SBA related organization (SBA District Office, SBDC, SCORE, WBC).
 - b. Clearly indicate the SBA related office in the Organization field.
 - c. In the Additional Information section, choose **YES** from the drop down menu asking whether you work for any of the following SBA District Office, SBDC, SCORE, WBC)
9. Once you have completed the form, click **Submit**
 - a. If you get an error message on the next page, use your browser's back button to go back to the form to correct the errors and click Submit again.
10. On the Membership Dues page, choose the **Bill Me** option. In the Billing Information section, please provide your primary business address, then click **Submit Securely**.

If you get to the Thank You! page, Congratulations you have successfully registered with NASBITE International as a CGBP Exam Candidate.

What happens next?

You are now registered to sit for the CGBP exam, however, you still need to choose a test center, a test date, and time with Prometric. This second step can be completed when you receive your Authorization to Test (ATT) letter from Professional Examination Services (PES). You will receive your ATT letter via email approximately two weeks prior to the start of the exam window for which you are registered. No further steps are necessary until you receive your ATT letter.



Monte Ahuja College of Business

NASBITE International Host Institution | Cleveland State University
Monte Ahuja College of Business | 1860 E. 18th St., BU 327
Cleveland, Ohio 44115-2214 | info@nasbite.org | www.nasbite.org