



Arizona Small Business Development Center Network
Center Director / Counselor Initial Certification Application

Applicant Name: _____ Date of Hire: _____

Applicant Position (circle one): Center Director / Full-time Counselor / Part-time Counselor

Center: _____

Date Completed Center Orientation: _____ Date Completed New Employee Orientation: _____

Demonstrated Education

To receive initial certification, individuals must demonstrate completion of a minimum of eight hours of training in each of the following areas: Financial management, marketing, business planning, and business financing. Additionally, individuals must demonstrate completion of a minimum of eight hours of training in three other relevant areas. Please include copies of training certificates or transcripts to substantiate all education.

Training Dates	Training Description	Hours

Demonstrated Knowledge & Skills

To receive initial certification, individuals must demonstrate sufficient knowledge and skills in key areas. Demonstrated knowledge and skills will be observed and approved by the applicant’s supervisor (Center Director for counselors and a direct college supervisor for Center Directors).

Skill Area	Supervisor Approval (Please Initial)
Understanding of SBDC history and structure	
Understanding of the Arizona SBDC Network history and structure	
Financial Management	
Marketing	
Business Planning	
Business Financing	
Counseling Skills	

Signature (Person Making Request)

Signature (Center Director or Supervisor)

Please Forward Completed Application and all supporting materials to:
Janice Washington, State Director
 AZSBDC Network
 2411 W .14th Street
 Tempe, AZ 85281