

# Certification & Re-certification

## Frequently Asked Questions

### **If this is our first time trying for certification, should we just go for Bronze Level?**

Not necessarily. You can go for Gold level on your first year of participation and many schools achieve Gold Level Certification on their first attempt.

### **When do we have to send the documentation?**

The documentation must have a January 13, 2012 postmark date.

### **Do we send these to our state advisors with our written events?**

No, this is not a written event and should be sent directly to:

DECA Inc.  
Attn: SBE Certification  
1908 Association Drive  
Reston, VA 20191

### **Is a Statement of Assurances required?**

Yes, include a Statement of Assurances with your manual.

### **Does the documentation need to be in sheet protectors?**

No, sheet protectors are not to be used.

### **How will we find out if we are certified?**

Chapter advisors will be notified via email (using the email address from the title page of the manual) regarding your certification status—after the review process, usually by the end of the 1st week of February.

### **Does it matter what binder I use for submitting our documentation?**

Yes, it must be submitted in an official 1-inch DECA binder or a DECA folio. These are available through DECA Images (catalog # DSB-1 \$5.00 or #DSWEF \$2.50) – plan ahead.

### **Will our manual be returned?**

Yes, manuals will be returned via mail for Bronze and Silver levels. Manuals for Gold certified and Re-certified chapters will be available for pick up during the SBE Academy at ICDC.

### **Once we are Gold Certified, do the four years of Re-certification have to be sequential?**

No. If a year is skipped, you may still submit for Re-certification a total of 4 times after achieving Gold Level—even if the 4 years are not in a row.

### **Is there a certain font size that we should use when writing the documentation?**

Yes, size 12 font.

**Will my state advisor be notified after the manuals are reviewed?**

Yes, state advisors will be notified after the manuals have been reviewed to let them know which SBEs in their state have achieved certification or re-certification. This usually happens by the end of the first week in February.

**Do SBE students from Gold chapters have to wear DECA blazers at ICDC?**

Yes, they must wear a DECA blazer when coming on stage for the recognition at the Opening Session, when making their presentations at the SBE Academy and on stage during the Grand Awards Session if they are selected as a Top Presenter.

**Is there a certain format the SBE picture needs to be submitted in?**

Yes, as these will be used on the SBE web site and in other promotions, they must be in JPG, EPS or TIF format.

**Do we need to include a copy of our vendor list on the USB/Flash drive/CD?**

Yes, a copy of the vendor list must be included with a copy of all other documentation on the USB/Flash drive/CD.