**SBE Module 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ THE SBE PROCESS**

To better understand how to improve your SBE it is important to understand the procedures for certifying or recertifying your SBE.

1. Go to <http://www.deca.org/sbe/certification/>

Click on SBE Certification or SBE Recertification based on your needs.

Read and review the entire document with your team.

1. Click on SBE Resources
2. Review each unit for each section of the guidelines. Review the Powerpoint. Use these as a reference as you complete each section. Additional lessons and learning are in the following modules.
3. Review the Certification or Re-certification judge evaluation form. Print off a copy ad review each time you are completing a section.
4. Review the Sample Documentation Template.
5. Using Google Drive, Dropbox or another tool to share and collaborate identify the team that will work on the SBE certification and set up a folder to share. Using the Sample Documentation Template set up your own template.
6. Complete the cover page.