



**BUSINESS START-UP CERTIFICATE**  
**2015 CERTIFICATE CURRICULUM**  
 Department of Business Affairs & Consumer Protection



<b>Participant Name:</b>			<b>Phone:</b>		
<b>Street Address:</b>			<b>Email</b>		
<b>City:</b>		<b>State:</b>	<b>ZIP Code:</b>	<b>Start Date:</b>	

Session No.	Business Education Category Requirements	Session Date	Business Workshop/Session Title	Presenter / Expert Name	BACP Approval
1	<b>Business Planning</b> (example: developing a plan, starting a business)				
2	<b>Financing a Business</b> (example: financial planning, loans, incentives)				
3	<b>Marketing</b> (example: marketing 123, 4 P's to Market)				
4	<b>Legal</b> (example: legal entity, nonprofit, copyright)				
5	<b>Business Licensing</b> (example: restaurant, liquor, PPA, public way use)				
6	<b>Business Inspections</b> (example: City Inspections)				
7	<b>Technology</b> (example: build a website, on-line marketing)				
8	<b>Business Operations</b> (example: Procurement, Airport concessions)				
9	<b>Elective</b> (example: 2 <sup>nd</sup> workshop in any category or attendance at the City Treasurer's Small Business Expo or other City sponsored Expo)				

**A total of 9 business education sessions are required to earn a Business Start-Up Certificate. Once you have completed a session under each of the nine category requirements, a certificate of completion will be mailed to you at the address given above.**