

#1 Read, Set, Get Certified!

1. Select 2-3 reliable, organized, and committed students to work on SBE Certifications.
2. During the first few days log on to the SBE webpage, review the guidelines with students, look over the sample papers.
3. Next, start brainstorming your best practices under each requirement.
4. Set due dates for each section, and stick to them!
5. After students hand in a section, make revisions and give back to students with another due date to make revisions by.
6. Take pictures and add graphs, samples etc. while you are working on each section.
7. Plan on finishing 1 week ahead of the due date.
8. Don't forget page protectors and a DECA binder.
9. Review finished paper one last time.
10. Mail by Jan 14th!

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