



Individual Business Achievement Awards (BA²) *Interactive and Online*

The Business Achievement Awards have four levels of leadership achievement (Future, Business, Leader, and America), each level consisting of business, education, and leadership elements. Once you complete one level, move on to the next, until you have earned all four levels and are eligible for recognition at the National Leadership Conference. You can try to complete them all in one year, or take them over a few years.

Business Achievement Awards Tips.

- No paperwork is submitted to the national center.
- The program is completely interactive and online.
- Advisers may log in the “Adviser Area” on the FBLA-PBL home page.
- Members may log in by clicking “BAA.”
- Before a member may log in, the chapter adviser must create the “student registration” and then give the member the credentials needed to successfully log in.
- If you have questions, please e-mail membershipdir@fbla.org.

Creating a Student Registration.

Advisers must create a student registration before members can log on to the online forms. Here is the procedure for creating student registrations:

1. Go to the national website (www.fbla-pbl.org).
2. Login using your adviser credentials.
3. On the left side of the page that opens you will see the names of the four levels of the BAA (Future, Business, Leader, and America). Click the level for which you wish to register your student.
4. Click “Show” next to “Step 1: Register Student for (Future, Business, Leader, America) Award.”
5. Click “Begin New Student Registration” beneath “To Do.”
6. Complete the form on the following page. All fields are required.
7. You will receive an e-mail confirming the student registration. In that e-mail, you will find the student key/password. Give the student key/password to the member. They may now login using their chapter number and the student key/password.
8. The member will select activities for the award and then may begin completing the activities.

Once the member has completed all activities for the award level, the adviser will have to submit the completed award material.

For further information, look in your *Chapter Management Handbook, FBLA Recognition and Scholarships (section), Recognition-3(page)*. There are sections on **Retrieving a Student Password, Online Documents and Activities, To Monitor a Student’s Progress, Submitting a Student Entry**, and **Check on Submissions**.