



BUSINESS START-UP CERTIFICATE 2020 CERTIFICATE CURRICULUM

Department of Business Affairs & Consumer Protection



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|--------------------------|--|---------------|------------------|--------------------|--|
| Participant Name: | | | Phone: | | |
| Street Address: | | | E-Mail: | | |
| City: | | State: | Zip Code: | Start Date: | |

| Workshop Number | Business Education Category Requirements | Workshop Date | Workshop Title | Workshop Presenter | BACCP Approval |
|-----------------|---|---------------|----------------|--------------------|----------------|
| 1 | Business Planning (example: developing a business plan, how to start a business) | | | | |
| 2 | Financing a Business (example: financial planning, loans) | | | | |
| 3 | Marketing (example: branding, messaging) | | | | |
| 4 | Legal (example: legal entity, nonprofit, copyright) | | | | |
| 5 | Business Licensing (example: restaurant, liquor, P.A., public way use) | | | | |
| 6 | Business Inspection (monthly City Inspections workshop only) | | | | |
| 7 | Technology (example: build a website, social media) | | | | |
| 8 | Business Operations (example: Airport concessions) | | | | |
| 9 | Elective (example: 2 nd workshop in any category you have not already taken or attendance at the City of Chicago Small Business Center on the Road Expo-proof of attendance required) | | | | |

A total of 9 business education workshops need to be completed within 6 months in order to earn a Business Start-Up Certificate. Once you have completed a workshop under each of the nine category requirements, a certificate of completion will be presented to you via mail or pick-up.