

# CBAP®

## Terms and Conditions

I agree to the terms and conditions listed below for submission and payment of the Certified Business Analysis Professional™ (CBAP®) application:

- This application is the property of International Institute of Business Analysis™ and is protected by copyright. This application is confidential once it is completed.
- By submitting my online application and therefore, by creating an account with IIBA, I understand that IIBA may contact me regarding my account and my online application.
- I consent to IIBA collecting and storing the foregoing information and contacting my stated references to confirm any or all information on my application form.
- I understand that the CBAP® application fee is a non-transferable and non-refundable fee and that if my CBAP® application is approved, I have one year from the time I receive my approval email to take the CBAP® exam before my application lapses. If my application lapses, I must reapply for certification and repay the application fee.
- Upon successful completion of the CBAP® exam, I consent to the following information to be part of the CBAP® directory that is available on the IIBA website:
  - first and last name,
  - city,
  - state/province/territory,
  - country, and
  - certification date.
- By making this application for the CBAP® designation, I agree to abide by the terms of use of the CBAP® certification mark as set out below:
  - CBAP® recipients in good standing are granted a limited, non-exclusive, and revocable license and permission to use the following certification marks and trade-marks (collectively "CBAP® Marks") for the term that the CBAP® recipient is in good standing, in accordance with the terms and conditions that follow:
    - CBAP® Marks**
      - Certified Business Analysis Professional™
      - CBAP®
    - Terms and Conditions for using CBAP® Marks**
      - The CBAP® recipient agrees to:

- (1) use the CBAP® Marks in accordance with the standards set out in the IIBA Corporate Identity Standards Manual; and
- (2) terminate use of the CBAP® Marks in the event the certification is revoked or the recipient is no longer in good standing. The CBAP® recipient agrees that IIBA reserves the right to revoke the license herein at its sole discretion at any time.

