

## Retired Status Policy

If you are a CCBA® and CBAP® holder, and you have retired and will no longer be earning or be able to earn CDUs, you may want to consider applying for retirement within IIBA because if you cannot comply with the recertification policy by your next recertification date and/or onward, you will lose your certification. You can ONLY apply for retirement within IIBA if you have decided to no longer earn an income from practicing or coaching others in business analysis. Claiming retirement within IIBA would result in the following:

- You will no longer have to earn CDUs and comply with the recertification policy.
- Your active status will change to Retired status.
- You will remain within the IIBA Registry but as Retired.
- You can add Retired after your credential in your signature.  
For example, Joseph Bryant, CBAP® (Retired)

If you decide to retire and you are in good standing with IIBA (this means that your current status is active and you are to date compliant with the recertification policy), follow the following IIBA policy and process to claim retirement within IIBA:

1. E-mail [certification@iiba.org](mailto:certification@iiba.org) a request to change your status from active to retired
2. Complete and submit to IIBA the [Retired Status Application form](#)

Within this form:

- A. Indicate your payment method
  - B. Attest to the fact that you are no longer earning income from practicing or coaching others in business analysis
  - C. Agree to use (Retired) after your credential in your signature.  
For example, Joseph Bryant, CBAP® (Retired))
3. Pay the Retired status processing fee of \$50 US (plus GST/HST for Canadian residents) by either PayPal link, cheque or money order, and notify the Certification Team ([certification@iiba.org](mailto:certification@iiba.org))
  4. IIBA will email you to confirm your request within 2 business days of receiving your application form and payment.

Once your request has been approved by IIBA, the following will occur:

- You will remain on the IIBA Registry as (Retired)
- You will no longer have to earn CDUs and apply for recertification

At any time during your retirement with IIBA, you decide to come out of retirement, which means you decide to earn an income from practicing or coaching others in business analysis, you must:

1. Changed your status from Retired to Active status by emailing your request to [certification@iiba.org](mailto:certification@iiba.org) (note: an administrative fee for this change may apply)

IIBA will e-mail you once your status has been changed. The date on this e-mail will become your reinstated date and your recertification cycle will begin from this date. Upon receipt of this e-mail, You must:

2. Earn **20 CDUs** within your first year of being reinstated and record them within a CDU form:

[CCBA<sup>®</sup> CDU Reporting Form](#)

[CBAP<sup>®</sup> CDU Reporting Form](#)

3. At the end of this first year, you must email this completed CDU form and a signed Code of Conduct to [certification@iiba.org](mailto:certification@iiba.org).

Upon receipt of this e-mail, IIBA will review your CDU form. Upon receipt of approval from IIBA:

4. You must remove (Retired) from your credential in your signature

The reference to (Retired) will be removed from your name within the IIBA Registry

5. Onward from this point, you will have to comply to the full recertification policy, which means that you will have to earn and report on your next recertification date a total of 60 CDUs done within the 3 years from your reinstatement date. The 20 CDUs you have already earned in your first year as being reinstated will counted towards this.

Therefore, you will only need to earn another 40 CDUs by the end of your third year of being reinstated to comply to the policy.

6. At the end of your third year of being reinstated, you will has recertify as per the [recertification procedures](#).

If you have any questions, please don't hesitate to contact the Certification Team.

Email: [certification@iiba.org](mailto:certification@iiba.org)

Phone: 1-866-789-4422 (toll free) ext. 2.