

IIBA Endorsed Conference Producer Program

International Institute of Business Analysis (IIBA) assists in the educational needs of our members by identifying conference providers who offer (conferences) on business analysis that are aligned with a Guide to the Business Analysis Body of Knowledge® (BABOK® Guide).

If you are a conference producer offering business analysis courses, track sessions, or workshops that meet specific criteria, you can become a member of the IIBA® Endorsed Conference Producer (ECP™) Program, and your conference sessions can qualify for Professional Development (PD) hours and Continuing Development Units (CDUs) towards the IIBA certification program.

Endorsed Conference Producers are the only conference producers that have authorization to advertise the Professional Development (PD) hours and Continuing Development Units (CDUs) that can be earned by attending specific sessions.

Program Benefits

IIBA Website Benefits

- Conference Producer name, logo, and corporate identity (up to 50 words) included on the IIBA website.
- Conference posted on the IIBA [EventsPage](#) with a link to its website.

IIBA Newsletter

- Conference advertised on the BA Connection newsletter Events page for up to three months in advance of the conference date (conference name, date, location) with link to conference website.

PD Hours and CDUs

- Opportunity to promote that the conference qualifies for Professional Development (PD) hours and Continuing Development Units (CDUs).

Endorsed Conference Producer Logo

- Use of the IIBA Endorsed Conference Producer Logo on marketing material. However, ECPs cannot imply that their conference attendees will automatically receive PD hours and/or CDUs for all conference sessions and/or all conferences.

Endorsed Conference Producer Fees

- \$1,500.00 per year to receive/maintain active ECP status, plus
- \$150.00 per event where CDU/PD hours will be marketed. This fee is billed in advance (at the time of the annual renewal fee) based on the projected number of conferences for the following year.

An event in a particular city qualifies as a single event, even where the city-specific event is a component in a larger event (e.g. individual cities within a roadshow).

About IIBA PD Hours and CDUs

Professional Development (PD) hours are a required component of the initial certification application for both the Certified Business Analysis Professional™ (CBAP®) and Certification of Competency in Business Analysis™ (CCBA®) designations. PD hours are generally gained from formal training.

Conference sessions must meet the following criteria to qualify for PD hours:

- A session must identify measurable learning objectives that directly apply to the role of the business analyst. Specifically, the subject matter must be directly related to business analysis (tasks and/or techniques) or the underlying competencies as per the BABOK® Guide.
- A session must have a facilitator/instructor who leads the participants through the material. The session cannot simply be a presentation on a specific topic:
 - ◇ Participants must be able to interact with the material (e.g., have the opportunity to ask questions) AND,
 - ◇ Participants must be able to practice the task or objective being presented and be assessed by the facilitator/instructor.

Continuing Development Units (CDU) are a required component of the on-going recertification process for both the Certified Business Analysis Professional™ (CBAP®) and Certification of Competency in Business Analysis™ (CCBA®) designations.

The subject matter for a session must be directly related to business analysis (tasks and/or techniques) or the underlying competencies as per the BABOK® Guide.

Note:

- All events that qualify for PD hours also qualify for CDUs; however, events that qualify for CDUs DO NOT necessarily qualify for PD hours.

- PD hours and CDUs are granted on the basis of one PD hour/CDU per hour of instruction time. No PD hours/CDUs are granted for sessions less than one hour; beyond one hour, PD hours/CDUs can be granted in increments of .25 (quarter hour).
- 21 hours of PD required for CCBA[®] & CBAP[®] certification
- 60 CDUs required every three years for CCBA[®] & CBAP[®]
 - recertification
- Up to 30 CDUs can be collected for Professional Development

Upon becoming an IIBA Endorsed Conference Producer (ECP), IIBA will grant to the ECP a PD/CDU code for each conference. This code will be the basis for all PD hours/CDUs granted.

As an ECP, IIBA grants the ECP the ability to predetermine which events (track sessions, workshops, etc.) qualify for PD hours and/or CDUs, based on the requirements specified above.

- ◇ As needed, the ECP should engage the speaker/instructor of an event to determine if the session qualifies for PD hours and/or CDUs.

For each event that qualifies for PD hours and/or CDUs, the ECP assigns a unique code for the event, based on the master code, and specifies:

- ◇ The number, if any, of PD hours eligible to be earned by the event.
- ◇ The number, if any, of CDUs eligible to be earned by the event.

The ECP is eligible to advertise the PD hours/CDUs that can be earned for each individual session. The ECP may not imply that PD hours/CDUs can be earned for any sessions other than those identified.

If a specific session is offered through multiple conferences, a distinct code must be assigned for the delivery of the event at each distinct conference.

For more information please contact eep@IIBA.org.