

E-mail Sent to Reference

Subject: IIBA Certification Reference <Applicant's Name>

Dear <Reference's Name>,

<Applicant's Name> has requested that you act as a reference for their application to obtain IIBA certification. As part of the application process for the Certification of Capability in Business Analysis™ (CCBA®) and the Certified Business Analysis Professional® (CBAP®), candidates are required to provide references.

Please [click this link](#) to complete your reference form and to submit it online.

If the above link is not clickable, try copying and pasting it into the address bar of your web browser.

If you need assistance to complete the reference form, please contact the certification team at certification@iiba.org or call 866-789-IIBA

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Reference Endorsement Form

The following Reference Endorsement Form is accessed through the link within the above e-mail:

Reference Confirmation

General

Applicant

Review your personal information

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email *	Alternate email address
<input type="text"/>	<input type="text"/>
Phone number *	Alternate phone number
<input type="text"/>	<input type="text"/>

How would you rate the candidate skill from 1 – 4 (1 = Exceeds Expectations, 2 = Meets Expectations, 3 = Learning/Developing, 4 = Below Expectations) with respect to:

Business Analysis Planning and Monitoring *

1 2 3 4

Elicitation and Collaboration *

1 2 3 4

Requirements Life Cycle Management *

1 2 3 4

Strategy Analysis *

1 2 3 4

Requirements Analysis and Design Definition *

1 2 3 4

Solution Evaluation *

1 2 3 4

Analytical Thinking and Problem Solving *

1 2 3 4

Behavioral Characteristics *

1 2 3 4

Business Knowledge *

1 2 3 4

Communications Skills *

1 2 3 4

Interaction Skills *

1 2 3 4

Tools and Technology *

1 2 3 4

Reference

Your Firm / Organization *

Candidate's Title *

What is your relationship to the candidate? *

How effectively the candidate performs his/her BA duties? *

-- Choose Option --

What are the candidate weaknesses? *

Does this candidate display a high degree of personal integrity? *

Yes No

Do you endorse this candidate as a business analysis professional? *

Yes No

Your Title *

Candidate's Duties *

How long have you known the candidate? *

-- Choose Option --

What are the candidate strengths? *

If no, please explain: *

If no, please explain: *

Save