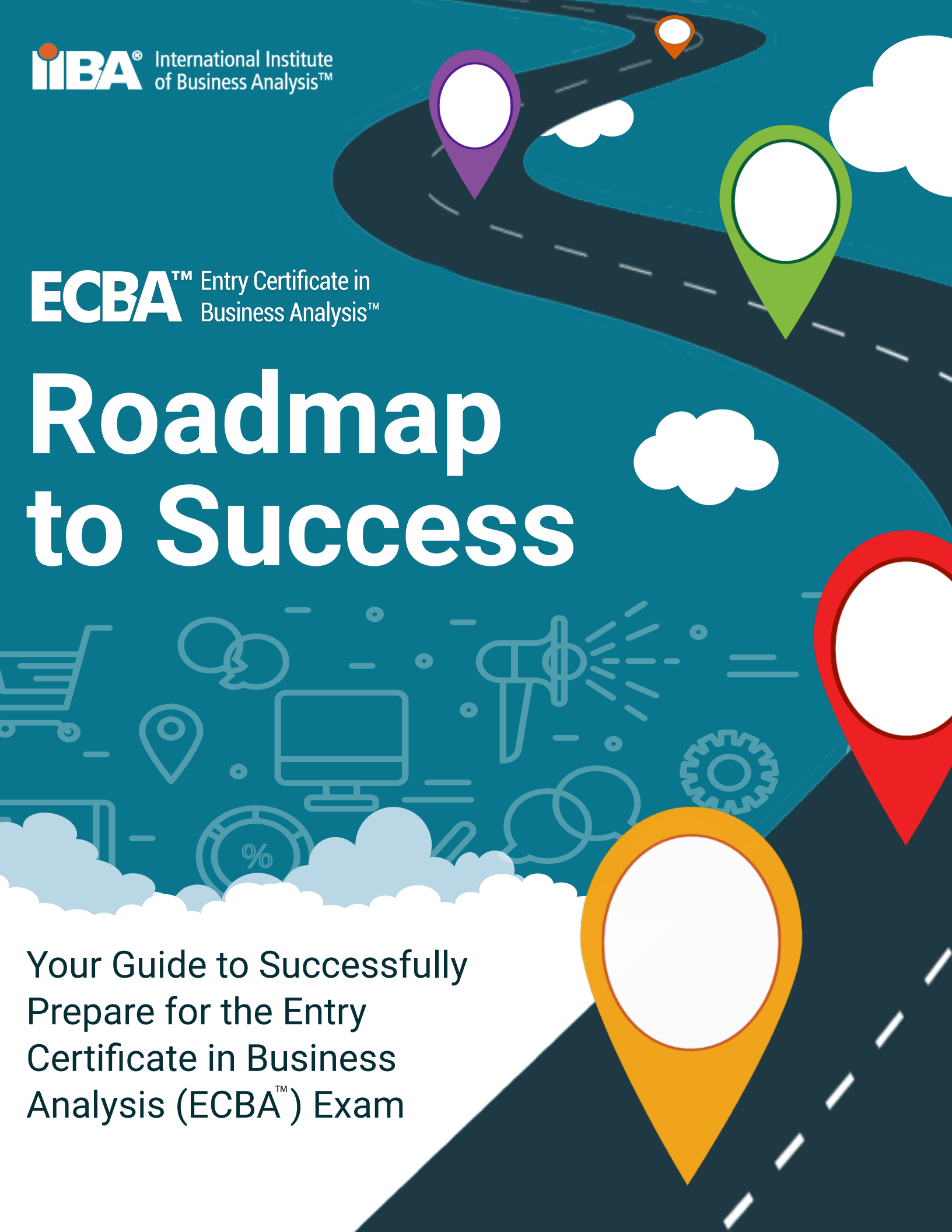IIBA® International Institute of Business Analysis™

ECBA™ Entry Certificate in Business Analysis™

Roadmap to Success

Your Guide to Successfully Prepare for the Entry Certificate in Business Analysis (ECBA™) Exam

Start your Journey Here

Congratulations in making the decision to take the ECBA exam, the first step to an exciting career in business analysis. This provides you with all the information needed to successfully complete the exam.
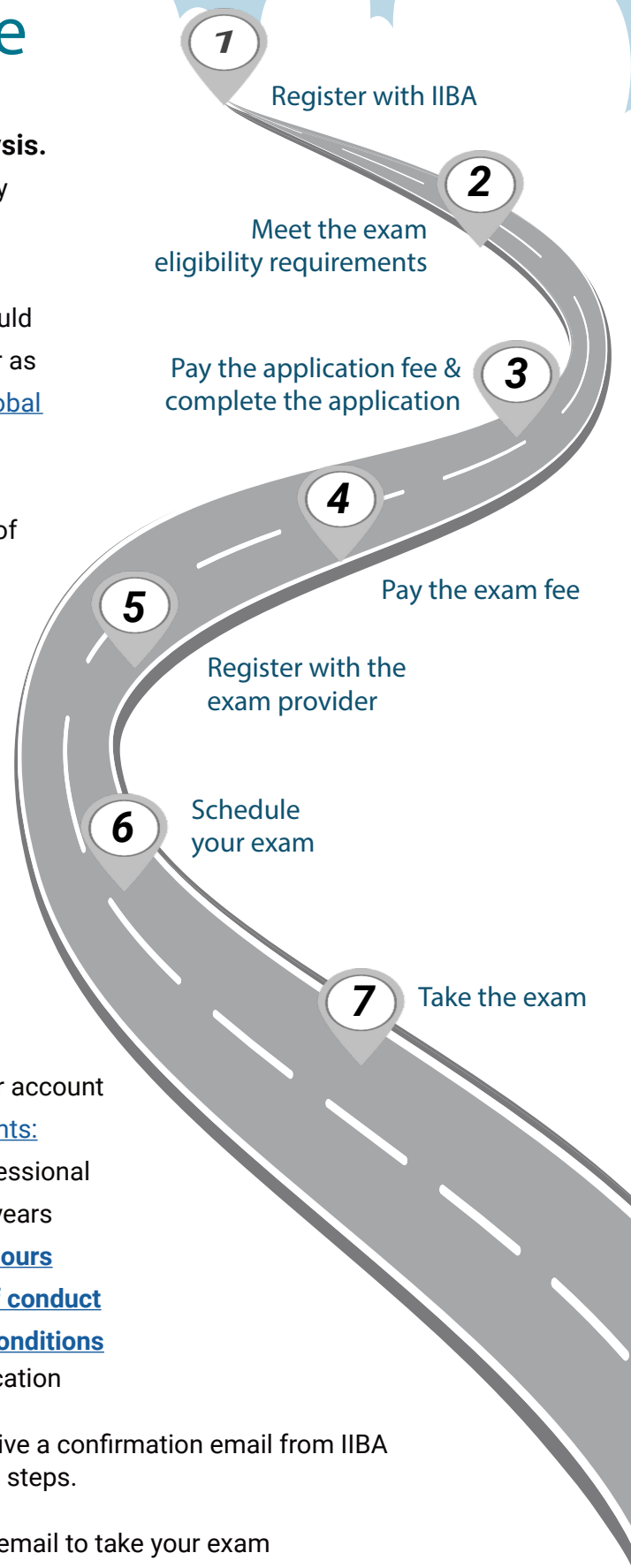
The ECBA exam has been developed in line with the role and responsibilities an entry level business analysis professional would be expected to have to effectively perform their job, the first year as a practitioner. It is based on the BABOK® Guide. See the IIBA Global Business Analysis Core Standard.

Earning the ECBA designation is beneficial to individuals who want to demonstrate they possess the fundamental knowledge of business analysis, including:

- Individuals starting a career in Business Analysis
- Students enrolled in BA academic programs
- New graduates
- Professionals in career transition
- Functional managers who manage BAs

1 Register with IIBA

2 Meet the exam eligibility requirements

3 Pay the application fee & complete the application

4 Pay the exam fee

5 Register with the exam provider

6 Schedule your exam

7 Take the exam

Prior to Taking the Exam

- **Register** and create an account with IIBA

- Already an IIBA member? Please **login** into your account
- Ensure you meet the exam eligibility requirements:
  - Have completed a minimum of 21 professional development units within the last four years
  - **Login into your account to enter your hours**
  - Review and agree with the **IIBA code of conduct**
  - Review and agree with the **terms and conditions**
- **Pay the application fee** and complete the application

- Once your application is approved, you will receive a confirmation email from IIBA with instructions about exam payment and next steps.

- You have 1 year from the date of your approval email to take your exam

Registering and Scheduling for the Exam

- **Register** your account with the exam provider

- Once registered, complete the WebDelivery Compatibility Check **using this tool**

- **Schedule your exam** with the exam provider. **You have up to 1 year from the date of your approval email to schedule your exam**.
    - Sign in with the exam provider
    - In the "Search Here" field, type in **IIBA ECBA**
    - Select the exam you want to take, and click next
    - Select the delivery method: "online proctored", next
    - Select a desired date and time

On the Day of your Exam

- **Sign-in** to your PSI account

- Click "my exams" then the launch button

- Verify your identity. You will be required to show Government Issued ID with English characters (such as a Driver's license or passport). A photo will be taken of both you and your I.D.

- Agree to PSI terms and conditions for the exam

- If you are experiencing technical difficulties throughout your exam, do not close your session, please immediately call PSI technical support at:
    - U.S Toll Free: +1-888-504-9178
    - Direct: +1-312-612-1049

- Begin the exam

- You have 1 hour to complete the exam. The timer for your exam does not start until the exam has been launched by the proctor.

- Good luck

What Happens Next

- You can expect to receive your results immediately after completing the exam.

- Within 24 hours following the completion of the exam, you will receive an email from IIBA that will confirm your exam result, provide feedback on each exam topic area covered and outline your next steps.

- Exam results will include the pass/fail result as well as feedback on Knowledge Areas and topics covered on the exam.

Fees, Policies, FAQs

Process Fee	Members	Non Member
Application	$60 USD	$60 USD
Exam	$110 USD	$235 USD
Retake	$85 USD	$195 USD

- **Certification FAQs**
  - Eligibility Requirements: See "What qualifies towards the Professional Development requirement?"
- **Refund policy under Cancellation, Reschedule, Missed or Late Policy**
- **Certification Registries**
- **Recertification**
- **PSI Exam FAQs**
- **Endorsed Training Directory**
- Some IIBA Chapters offer ECBA study groups, **see list of Chapters here**

Further details in the IIBA Core Certification Handbook

For questions and inquiries, please contact IIBA at certification@iiba.org

About IIBA®

International Institute of Business Analysis™ (IIBA®) is a non-profit professional association founded in 2003 to support the recognition and advancement of the business analysis profession and discipline.

Through a global network, IIBA connects Members, Chapters, Corporations and Partners around the world. As the voice of the profession, IIBA works to maintain global standards of practice, certifications, professional development and networking opportunities.

International Institute of Business Analysis™