

## **CBAP<sup>®</sup> Step-by-Step Application Process Guide**

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## 1.0 Introduction

Candidates pursuing the Certified Business Analysis Professional™ (CBAP®) designation have access to two helpful resources for the candidate journey:

	The <a href="#">CBAP Handbook</a>	The <a href="#">Step-by-Step Application Process Guide (this document)</a>
Purpose	Provides detailed information and requirements for candidate eligibility, exam preparation, identification, security, technology (specific to your exam format) and taking the exam.	Provides step-by-step support on how to complete and submit the CBAP Application in the My IIBA portal.

As a candidate, you are:

- Required to read the [CBAP Handbook](#) in its entirety
- Encouraged to refer to this [Step-by-Step Guide](#) throughout the application process

## 2.0 Begin Using My IIBA Portal

### 1. Login or Create an IIBA Account

[Login](#) with your IIBA® credentials or [create an account](#).

If this is your first time logging in, you will receive an email to activate your IIBA profile and change your password.

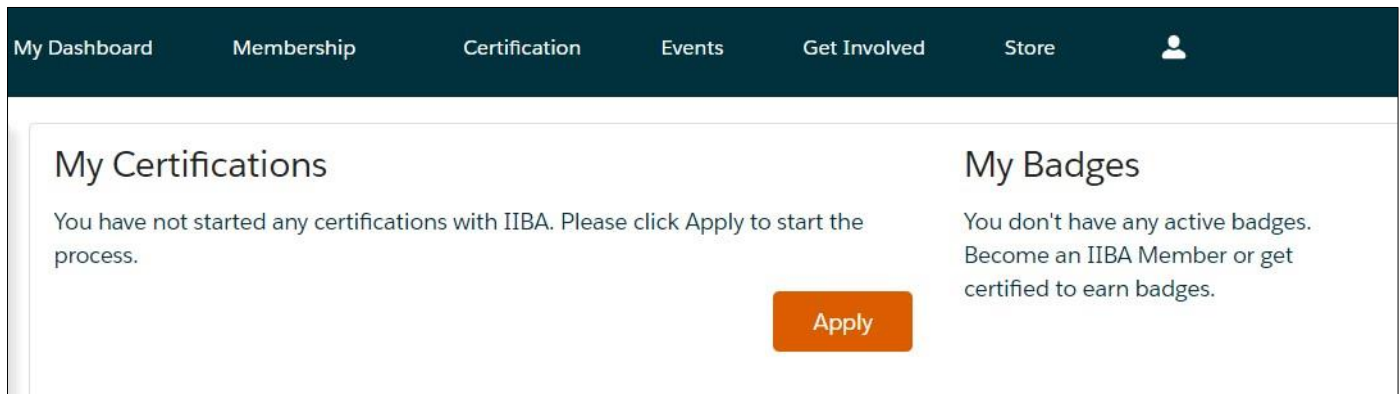


The screenshot shows the IIBA login interface. At the top is the IIBA logo and the text "International Institute of Business Analysis™". Below this are two input fields: "Username" with a person icon and "Password" with a lock icon. A prominent orange "Log in" button is centered below the fields. Underneath the button are two links: "Forgot your password?" on the left and "Sign up here" on the right. A paragraph of text follows: "Your username is in the format of an email. If you have trouble accessing your account, contact [info@iiba.org](mailto:info@iiba.org) or call 1-866-789-4422". At the bottom center is a "Cancel" link.

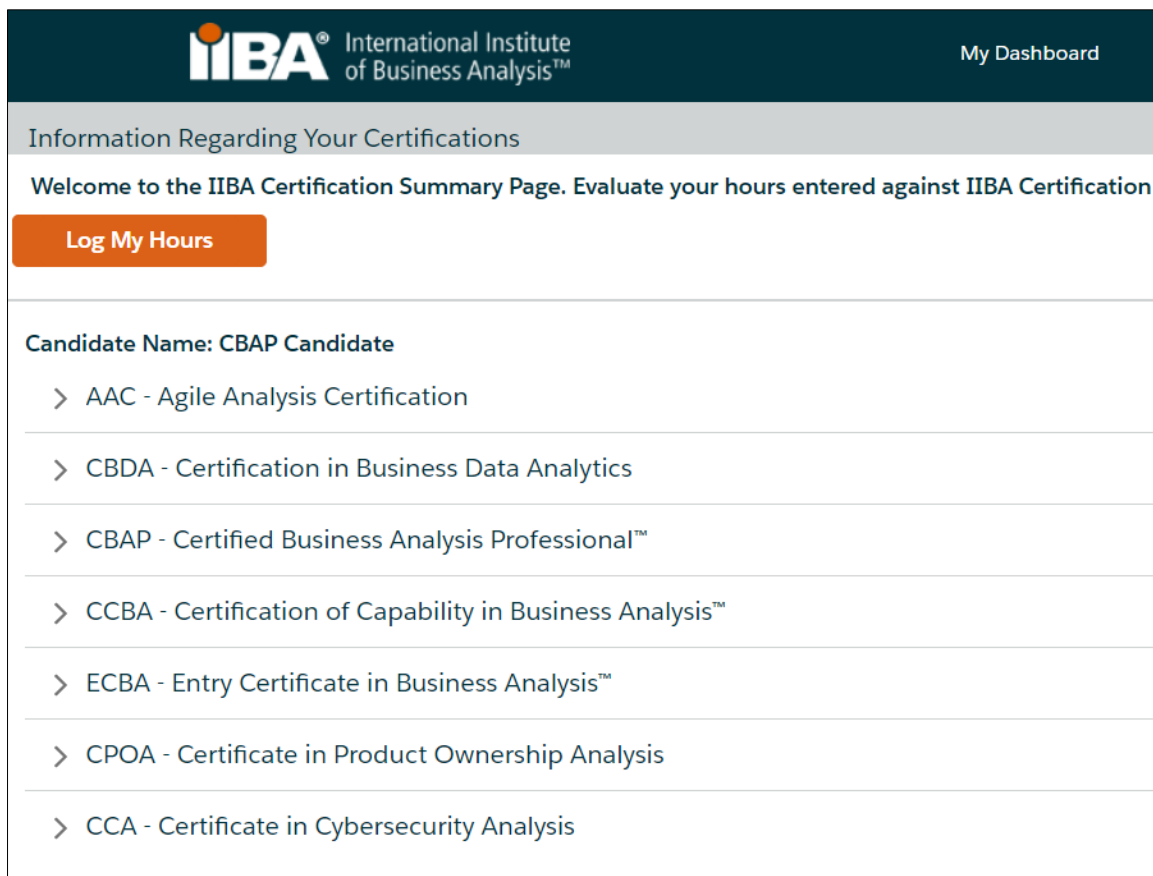
## 2. Access the Certification Summary Page

After logging in, click on your name in the top menu bar and click on **Dashboard**.

Then, under My Certifications, click **Apply**.



This will take you to the **Certification Summary Page**. Select **CBAP** to get started.



A list of the application requirements appears.

As you work to complete your application, this screen will update to monitor your progress.

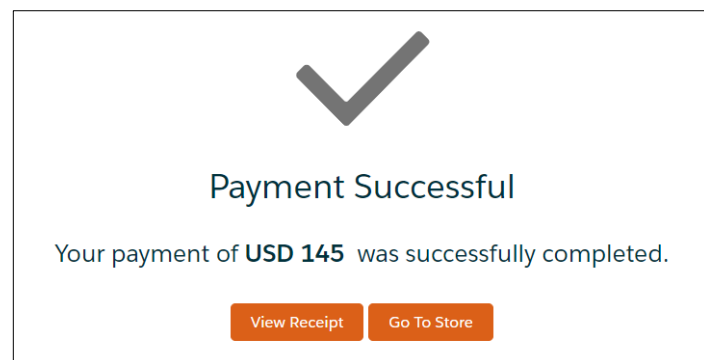
APPLICATION REQUIREMENTS				Met
REQUIREMENT NAME	REQUIRED HOURS	YOUR HOURS	HOURS NEEDED	MET
Work History (hrs):	7500	0	7,500	
Requirements ⓘ				
KA1 Business Analysis Planning & Monitoring				
KA2 Elicitation and Collaboration				
KA3 Requirements Life Cycle Management				
KA4 Strategy Analysis				
KA5 Requirements Analysis & Design				
KA6 Solution Evaluation				
Professional Development (hrs):	35	0	35	

### 3.0 Pay the Application Fee

NOTE: The CBAP Application fee is non-refundable and non-transferable.

Before you purchase the application, ensure you meet the requirements for CBAP by reviewing the [CBAP Handbook](#).

Then, on the [Certification Summary page](#), select CBAP and click **Get Started**.



Click **Add to Order** and **Checkout** to pay the Application Fee.

Complete the information and click **Process Payment**.

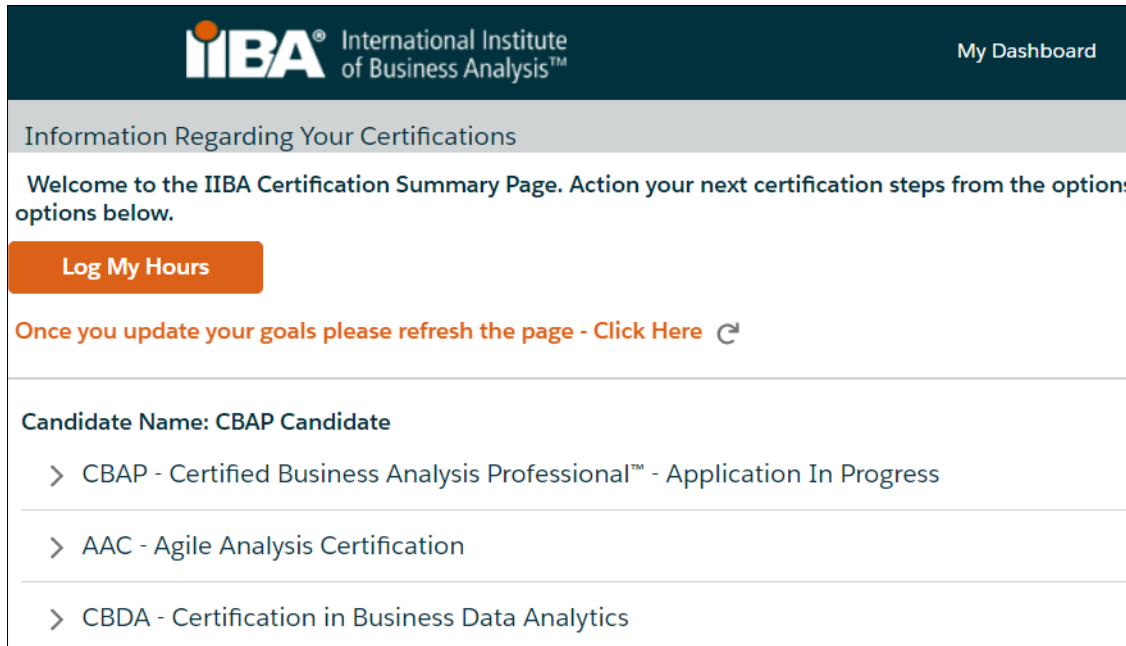
A receipt will be generated once the payment is processed. To see your receipt, click **View Receipt**.

## 4.0 Complete Your Application

### 1. View Application in Progress

After paying the Application fee, from your Dashboard, click on **Certification** and select **My Certifications**.

You will see **Application in Progress** next to CBAP on the **Certification Summary Page**.

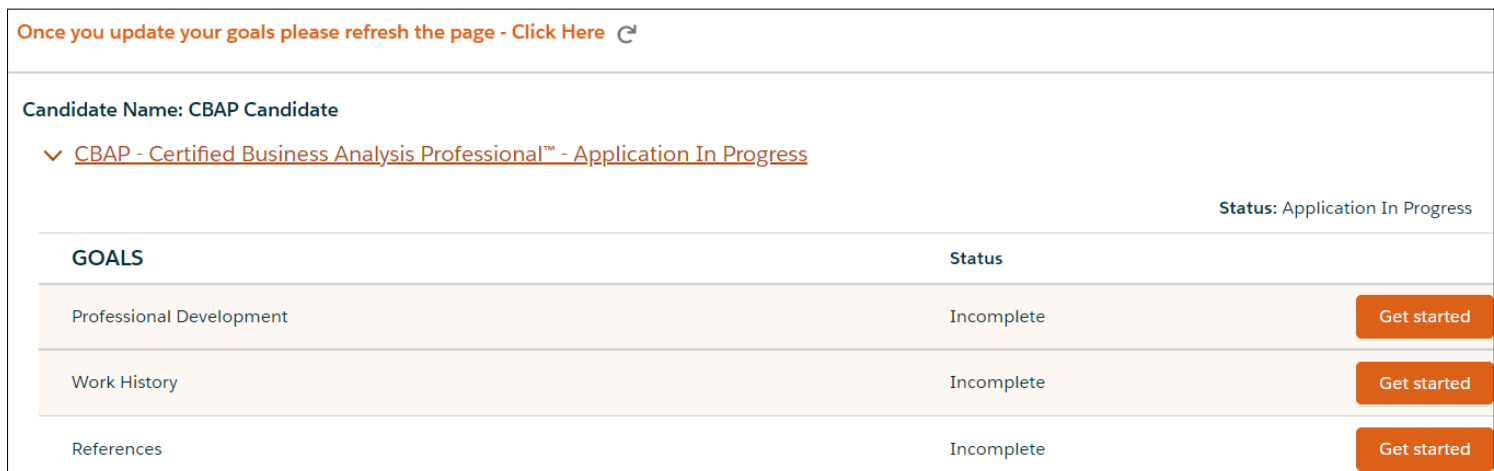


The screenshot shows the 'My Dashboard' header with the IIBA logo and 'My Dashboard' text. Below the header is a section titled 'Information Regarding Your Certifications' with a welcome message and a 'Log My Hours' button. A refresh link is provided. A list of certifications is shown for 'Candidate Name: CBAP Candidate':

- > CBAP - Certified Business Analysis Professional™ - Application In Progress
- > AAC - Agile Analysis Certification
- > CBDA - Certification in Business Data Analytics

Click on **CBAP**.

The three components of your application – Professional Development, Work History, and References – are listed as goals to complete.



This screenshot shows a detailed view of the 'CBAP - Certified Business Analysis Professional™ - Application In Progress' goal. It includes a refresh link, the candidate name, and a table of goals with their status and 'Get started' buttons.

GOALS	Status	
Professional Development	Incomplete	<a href="#">Get started</a>
Work History	Incomplete	<a href="#">Get started</a>
References	Incomplete	<a href="#">Get started</a>

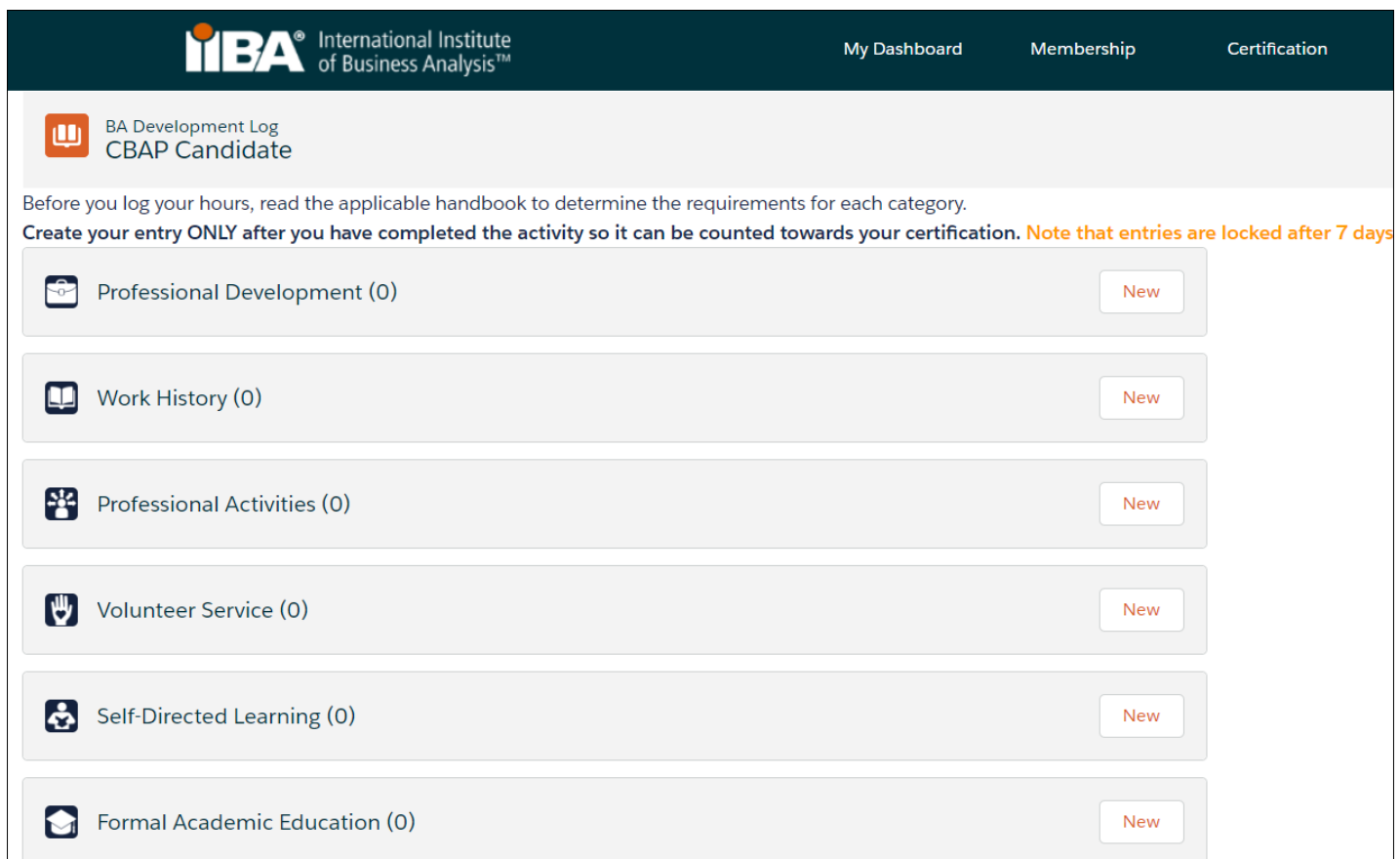
## 2. Enter Professional Development

In your Goals list, click **Get Started** to complete your Professional Development.

GOALS	Status	
Professional Development	Incomplete	<a href="#">Get started</a>

The BA Development Log is shown on your screen.

Note that entries cannot be changed after 7 days. Make changes prior to the 7<sup>th</sup> day or complete the entries just before you submit your application.



**IIBA** International Institute of Business Analysis™

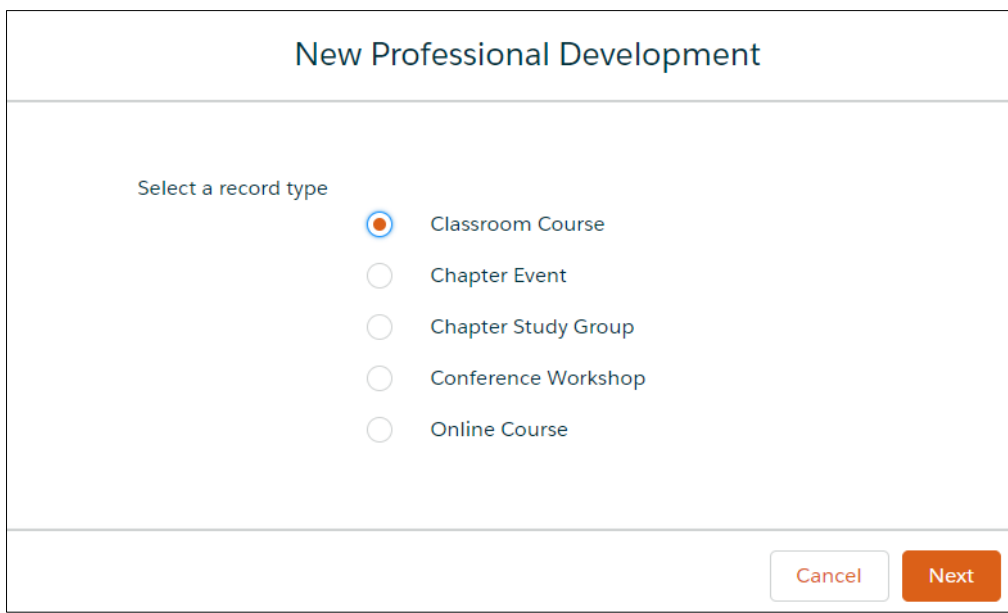
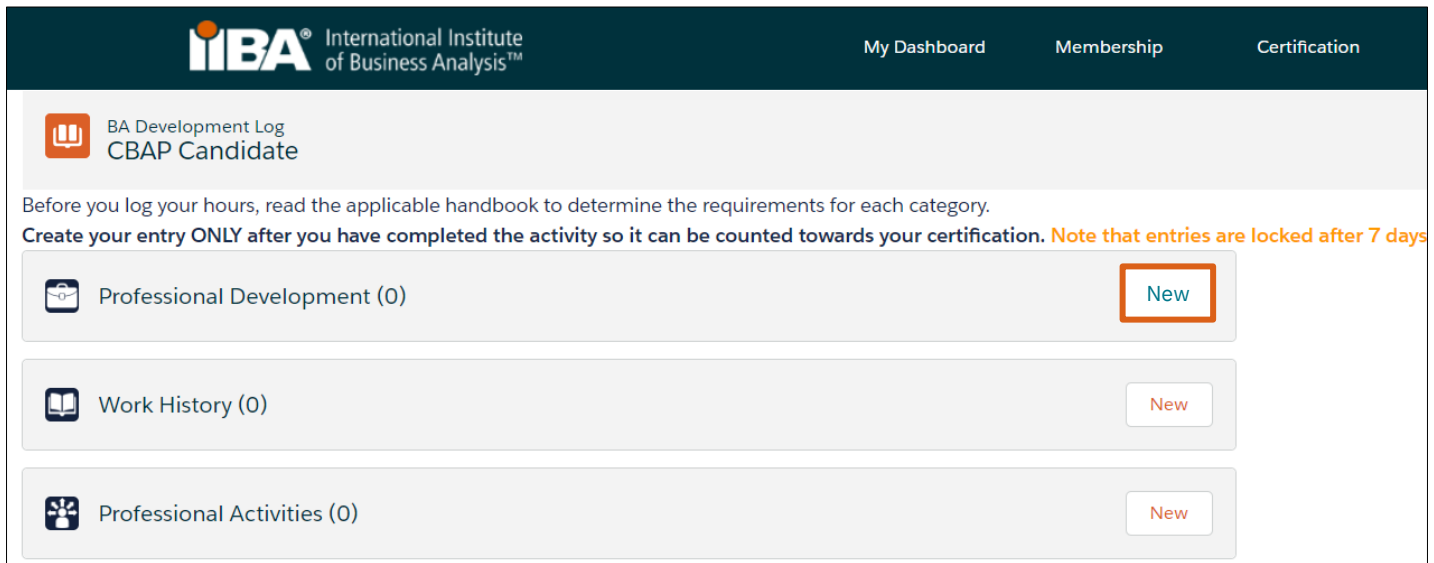
My Dashboard    Membership    Certification

**BA Development Log**  
CBAP Candidate

Before you log your hours, read the applicable handbook to determine the requirements for each category.  
**Create your entry ONLY after you have completed the activity so it can be counted towards your certification. Note that entries are locked after 7 days**

- Professional Development (0) [New](#)
- Work History (0) [New](#)
- Professional Activities (0) [New](#)
- Volunteer Service (0) [New](#)
- Self-Directed Learning (0) [New](#)
- Formal Academic Education (0) [New](#)

On the Professional Development category click **New**.



Record your CBAP Professional Development hours under **these record types only**:

- Classroom Course
- Chapter Study Group
- Online Course

**Example:** Select **Classroom Course** and click **Next**.



## New Professional Development: Classroom Course

\* = Required Information

Training completed through IIBA Endorsed and other training providers.

\* Activity Title

\* Organization Name

Description

Organization Website

\* Contact First Name ⓘ

\* Contact Last Name ⓘ

\* Contact Email ⓘ

Contact Phone ⓘ

\* Start Date ⓘ

\* End Date ⓘ

\* Hours

**Please ensure that each required field is filled in accurately and completely.**

**Inaccurate and/or incomplete information will be flagged upon audit.**

**\* Knowledge Area/Domain** ⓘ

Available

- Business Analysis Planning & Monitoring - KA1
- Elicitation and Collaboration - KA2
- Requirements Life Cycle Management - KA3
- Strategy Analysis - KA4
- Requirements Analysis & Design Definition - KA5
- Solution Evaluation - KA6
- Business Analysis Knowledge - KA7
- Agile Mindset - KA8
- Strategy Horizon - KA9
- Initiative Horizon - KA10

Chosen

Select a Knowledge Area (KA) from the “Available” field and use the arrow to move it to this “Chosen” field.

Select as many of the KAs as are relevant to the activity.

- Business Analysis Planning & Monitoring: KA1
- Elicitation and Collaboration: KA2
- Requirements Life Cycle Management: KA3
- Strategy Analysis: KA4
- Requirements Analysis & Design Definition: KA5
- Solution Evaluation: KA6

**System Information**

\* BA Development Log ⓘ

CBAP Candidate ✕

What resources did you use to prepare? ⓘ

--None-- ▼

Cancel Save & New Save

Complete the Information and **Save**.

The hours will appear in your BA Development Log.

Follow the same steps for **Chapter Study Group** or **Online Course**.

Select **See Progress on My Certifications** where the system tracks **Required Hours, Your Hours, Hours Needed** and **Met**.

BA Development Log  
CBAP Candidate

Before you log your hours, read the applicable handbook to determine the requirements for each category.  
Create your entry **ONLY** after you have completed the activity so it can be counted towards your certification. **Note that entries are locked after 7 days**

Professional Development (1) New

PD Number	Activity Type	Hours	Start Date
PD-221776	Classroom Course	35.00	13/03/2023

[View All](#)

[See Progress on My Certifications](#)

Use the refresh link (upper left) to view your updated progress.

Information Regarding Your Certifications

Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below options below.

[Log My Hours](#)

Once you update your goals please refresh the page - [Click Here](#) ↻

Professional Development (hrs): 35 35 0

[REQUIRED HOURS](#) [YOUR HOURS](#) [HOURS NEEDED](#) [MET](#)

A checkmark shows that the Professional Development goal is Complete.

Candidate Name: CBAP Candidate

✓ [CBAP - Certified Business Analysis Professional™ - Application In Progress](#)

Status: Application In Progress Term Start Date:




GOALS	Status
Professional Development	Complete <input checked="" type="checkbox"/>
Work History	Incomplete <a href="#">Get started</a>
References	Incomplete <a href="#">Get started</a>

### 3. Enter Work History

Select **Get Started** to complete your Work History.

GOALS	Status	
Professional Development	Complete	
Work History	Incomplete	<a href="#">Get started</a>
References	Incomplete	<a href="#">Get started</a>
Submit your Application	Incomplete	
Pay Exam Fee	Incomplete	
Schedule and Pass Exam	Incomplete	

In your BA Development Log, on the Work History category click **New**.

 Professional Development (1) <span style="float: right;"><a href="#">New</a></span>			
PD Number	Activity Type	Hours	Start Date
PD-221776	Classroom Course	35.00	13/03/2023 
<a href="#">View All</a>			
 Work History (0) <span style="float: right;"><a href="#">New</a></span>			

You are required to have completed a minimum of **7,500 hours** of business analysis work in the last 10 years. The work must align with A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide) [Knowledge Areas](#) (KAs) and include:

- A minimum of 900 hours completed in 4 of the 6 KAs, for a total of at least 3,600
- And any additional hours needed to reach the total 7,500 hours

Completed Work Hours include:

- Contact information for your direct supervisor/manager or client
- Work history and hours
- Work history Knowledge Areas

Select the Knowledge Areas (KAs) appropriate to your certification.

- Business Analysis Planning & Monitoring: KA1
- Elicitation and Collaboration: KA2
- Requirements Life Cycle Management: KA3
- Strategy Analysis: KA4
- Requirements Analysis & Design Definition: KA5
- Solution Evaluation: KA6

## New Work History

\* = Required Information

Record hours worked. See Certification & Recertification Handbooks for details.

Work History

\* BA Development Log ⓘ

CBAP Candidate



### Information

\* Organization Name

Organization Website

Work Description

\* Start Date ⓘ

\* End Date ⓘ

\* Contact First Name

\* Contact Last Name

\* Contact Email

Contact Phone

### Work Hours

Work History 1 (hrs) ⓘ

WH Knowledge Area 1 ⓘ

Search WH Knowledge Areas...



Work History 2 (hrs) ⓘ

WH Knowledge Area 2 ⓘ

Search WH Knowledge Areas...



Work History 3 (hrs) ⓘ

WH Knowledge Area 3 ⓘ

Search WH Knowledge Areas...



Work History 4 (hrs) ⓘ

WH Knowledge Area 4 ⓘ

Search WH Knowledge Areas...



Work History 5 (hrs) ⓘ

WH Knowledge Area 5 ⓘ

Search WH Knowledge Areas...



Work History 6 (hrs) ⓘ

WH Knowledge Area 6 ⓘ

Search WH Knowledge Areas...



**Please ensure that each required field is filled in accurately and completely.**

**Inaccurate and/or incomplete information will be flagged upon audit.**

Complete the Information and **Save**. The hours will appear in your BA Development Log.

### Work Hours

Work History 1 (hrs) ⓘ

Work History 2 (hrs) ⓘ

Work History 3 (hrs) ⓘ

Work History 4 (hrs) ⓘ

Work History 5 (hrs) ⓘ

Work History 6 (hrs) ⓘ

WH Knowledge Area 1 ⓘ

📁
KA1 - Business Analysis Planning & Monitoring (
✕

WH Knowledge Area 2 ⓘ

📁
KA2 - Elicitation and Collaboration (CORE)
✕

WH Knowledge Area 3 ⓘ

📁
KA4 - Strategy Analysis (CORE)
✕

WH Knowledge Area 4 ⓘ

📁
KA6 - Solution Evaluation (CORE)
✕

WH Knowledge Area 5 ⓘ

🔍

WH Knowledge Area 6 ⓘ

🔍

Cancel

Save & New

Save

Select **See Progress on My Certifications** where the system tracks **Required Hours, Your Hours, Hours Needed** and **Met**.

BA Development Log  
CBAP Candidate

See Progress on My Certifications

Before you log your hours, read the applicable handbook to determine the requirements for each category.  
Create your entry **ONLY** after you have completed the activity so it can be counted towards your certification. Note that entries are locked after 7 days

Professional Development (1)

New

PD Number	Activity Type	Hours	Start Date	
PD-221776	Classroom Course	35.00	13/03/2023	▼
<a href="#">View All</a>				

Work History (1)

New

WH Number	Organization Name	Total Working Hours	Start Date	
WH-184698	Consulting Firm	8,300.00	01/05/2017	▼
<a href="#">View All</a>				



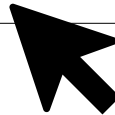
Use the refresh link (upper left) to view your updated progress.

**Information Regarding Your Certifications**

Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below options below.

[Log My Hours](#)

Once you update your goals please refresh the page - [Click Here](#)



APPLICATION REQUIREMENTS				Met
REQUIREMENT NAME	REQUIRED HOURS	YOUR HOURS	HOURS NEEDED	MET
Work History (hrs):	7500	8300	-800	
Requirements ⓘ				
KA1 Business Analysis Planning & Monitoring		1500		
KA2 Elicitation and Collaboration		2500		
KA3 Requirements Life Cycle Management				
KA4 Strategy Analysis		1800		
KA5 Requirements Analysis & Design				
KA6 Solution Evaluation		2500		

A checkmark shows that the Work History goal is Complete.

**Candidate Name: CBAP Candidate**



▼ [CBAP - Certified Business Analysis Professional™ - Application In Progress](#)

Status: Application In Progress    Term Start Date:

GOALS	Status	
Professional Development	Complete	
Work History	Complete	
References	Incomplete	<a href="#" style="background-color: #e67e22; color: white; padding: 2px 10px; border-radius: 3px;">Get started</a>

## 4. Enter References

Select **Get Started** to complete your References.

GOALS	Status	
Professional Development	Complete	
Work History	Complete	
References	Incomplete	<a href="#">Get started</a>
Submit your Application	Incomplete	
Pay Exam Fee	Incomplete	
Schedule and Pass Exam	Incomplete	

Complete the form. Provide 2 References.

Your references can be a credentialed CBAP, a career manager or a client (internal or external).

They must know you for at least 6 months.

References must provide a work email (not Gmail, Hotmail etc.).

### Reference Goal Submission Form

To complete the reference goal, please enter the required information below for your two references ensuring they meet the reference criteria outlined in the handbook. Note: your references will be contacted by IIBA if your application is selected for audit. If you have any questions, please e-mail [certification@iiba.org](mailto:certification@iiba.org).

#### First

First Name \*

Last Name \*

E-mail \*

Phone Number \*

#### Second

First Name \*

Last Name \*

E-mail \*

Phone Number \*




When finished, click **Submit**.

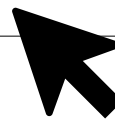
On the **Certification Summary Page**, use the refresh link (upper left) to view your updated progress.

**Information Regarding Your Certifications**

Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below options below.

[Log My Hours](#)

Once you update your goals please refresh the page - [Click Here](#) 






On the **Certification Summary Page**, a checkmark shows that the References goal is Complete.

Your application status is **Ready to be Submitted**.

Candidate Name: CBAP Candidate

▼ [CBAP - Certified Business Analysis Professional™ - Ready to be Submitted](#)

**Status:** Ready to be Submitted

GOALS	Status	
Professional Development	Complete	
Work History	Complete	
References	Complete	

## 5.0 Submit Your Application

Click **Get Started** to submit your application.

Candidate Name: CBAP Candidate

▼ [CBAP - Certified Business Analysis Professional™ - Ready to be Submitted](#)

Status: Ready to be Submitted

GOALS	Status	
Professional Development	Complete	✓
Work History	Complete	✓
References	Complete	✓
Submit your Application	Incomplete	<a href="#">Get started</a>
Pay Exam Fee	Incomplete	
Schedule and Pass Exam	Incomplete	

### 1. Agree to the Attestations

Before you Submit your Application, you will be asked to read and abide by:

- [Code of Ethical Conduct and Professional Standards](#)
- [IIBA Certification and Recertification Terms and Conditions](#)
- [CBAP Handbook](#)

### 2. Opt In or Out of the Certified Professional Directory

Check the box to provide your consent if you would like your name to appear in the [Certified Professional Directory](#).

The information will include your:

- Certification achieved and date
- Full name
- City, state/province, and country

If you prefer to opt out, leave the consent box unchecked.

## Certification Registry

Do you consent to having the following information made publicly available, upon your achievement of the certification, on our international public registry, located within the [Certified Registries section](#) of the [IIBA website](#), and used for statistical purposes by IIBA for affiliated chapters and organizations:

1. Certification achieved
2. First and last names
3. City, state/province and country
4. Certification date

I consent to the above statement.

If you consent now but decide to opt out of the directory in the future, follow these steps:



1. [Login](#) with your IIBA credentials.
2. Click on the Profile icon in the top menu bar. Select Profile.
3. Scroll down the page to Agreements. Click **Change**.
4. De-click the Cert Directory Consent option and **Save**.

### 3. Submit the Attestations Page

When you click Submit on the Attestations Page, your application will be submitted.

Your application status will then be **Approved** or **Approved Pending Audit** (if randomly selected for an audit).

This status will appear on the [Certification Summary Page](#) and in an email sent to you from IIBA. If applicable, instructions will be included for proceeding through the audit process.

### 4. Note the Application has a 1-Year Term

- The application fee is non-refundable and non-transferable.
- You have 1 year from the time your application is approved to take and pass your exam. You will receive an email confirming this.
- You can take the exam a total of 3 times during that one-year time frame. We encourage applicants to take the first exam early enough to provide time for (up to 2) retakes if necessary. There is a [cost associated](#) with each exam attempt.
- It is your responsibility to ensure you do not let your application lapse.
- If your application lapses, you will need to repay the application fee, re-verify that you meet the requirements, and pay the exam fee.

## 6.0 Next Steps

Use the [CBAP Handbook](#) for how to purchase and schedule your exam, prepare required identification, and follow exam security procedures.

Consider How You Will Take Your Exam:

- Online Remoted Proctored:** If you choose to take the exam online remote proctored, refer to the [IIBA Guide to Online Proctored Exams](#) for your technology, identification, and security requirements.
- PSI Test Center:** If you choose to take the exam at a PSI Test Center, refer to the [PSI Test Center Experience](#).

For over 20 years, International Institute of Business Analysis™ (IIBA®) has shaped the practice of business analysis to achieve better enterprise outcomes. A professional association with 30,000 members, 120 chapters, 1,500 volunteers, and 500 partners worldwide, IIBA supports the recognition of business analysis within organizations. It enables networking and community engagement, provides foundational standards and resources, and offers internationally recognized certification programs for career advancement. For more information, visit [iiba.org](https://iiba.org).