



# CERTIFICATION IN BUSINESS DATA ANALYTICS HANDBOOK

THE IIBA® GUIDE TO PURSUING THE IIBA®-CBDA

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# 1.0 Introduction

Welcome to the IIBA® Certification in Business Data Analytics Handbook. This handbook describes the process for attaining the IIBA®-CBDA certification and where information is already on our website, will direct you to the specific webpage through key links. Review each of the links for details.

This certification recognizes your ability to effectively execute analysis related work in support of business analytics initiatives.

Earning this certification informs employers of your passion for and competencies performing business analysis on analytics initiatives. The certification helps identify skilled business data analytics professionals to organizations seeking these in-demand skills.

This certification program has been carefully designed to be aligned with the International Standards Organization (ISO), ISO/IEC 17024 conformity assessment outlining the standards for certifying the competence of personnel.

## 2.0 Fair and Equitable Policy

IIBA® policies and procedures contribute to the development, oversight, evaluation and maintenance of fair and equitable certification and assessment. IIBA® complies with all applicable laws and regulations, including the Americans with Disabilities Act and Accessibility for Ontarians with Disabilities Act (AODA).

## 3.0 Exam Information

The IIBA®-CBDA exam is a competency-based exam for business analysis professionals executing analysis related work in support of business analytics initiatives. It is for business analysis professionals with two to three years' experience executing analysis-related work in business analytics.

The IIBA®-CBDA exam is aligned with the [six Blueprint Domains \(Knowledge Areas\)](#) as found in the [Guide to Business Data Analytics](#). The domains are also outlined in the following documents with the five practitioner-based domains discussed in [IIBA®'s Introduction to Business Data Analytics: A Practitioners View](#), and one organizational-based domain discussed in [IIBA®'s Introduction to Business Data Analytics: An Organizational View](#).

The exam tests your ability to answer questions focused on real world scenarios.

The IIBA®-CBDA exam is weighted across six knowledge areas (domains) and consists of 75 multiple-choice, scenario-based questions to be completed within 2 hours.

Knowledge Area/Domain	Exam Coverage
Identify Research Questions	20%
Source Data	15%
Analyze Data	16%
Interpret and Report Results	20%
Use Results to Influence Business Decision Making	20%
Guide Company-level Strategy for Business Analytics	9%

Review the [IIBA®-CBDA Certification](#) page for further information to assist in exam study and preparation:

- CBDA [Competencies](#)
- Exam information and blueprint
- Self-assessment to check your readiness to write the IIBA®-CBDA exam
- Sample exam questions
- Exam preparation

## 4.0 Certification Process

### Step 1 – Purchase The Exam

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

From the top of the page, select **Certification** and from the drop-down menu select **My Certifications**. This will take you to the **Certification Summary Page** from where you can select CBDA – Certification in Business Data Analytics to pay your exam fee and complete your goals.

Once you pay for the exam, you will receive an email notification confirming your purchase and an email notification outlining *Next Steps – Complete Your Attestations*.

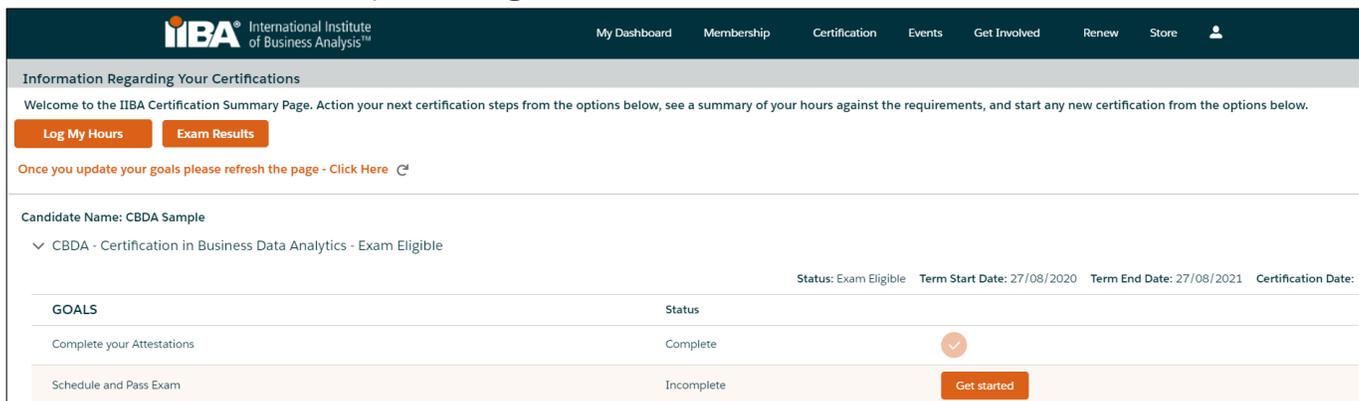
## Step 2 – Complete The Attestations

Use the link from your *Next Steps-Complete Your Attestations* email notification or login to your IIBA® account to access your **Certification Summary Page**. Select the **Get Started** button to complete your attestations by agreeing to the [Code of Conduct](#) and [Terms and Conditions](#).

## Step 3 – Schedule and Take The Exam

You can schedule your exam when you are ready. Review the [Exam Information](#) page for key information on identification (ID) requirements, minimum system requirements, exam rules and regulations and exam scheduling and rescheduling. We recommend that you review this information thoroughly so that you are prepared with everything you need to know about the exam process and what to expect on exam day.

To schedule your exam, [login to your IIBA account](#) and access the **Certification Summary Page**. Select **Get Started** to complete the goal **Schedule and Pass Exam**.



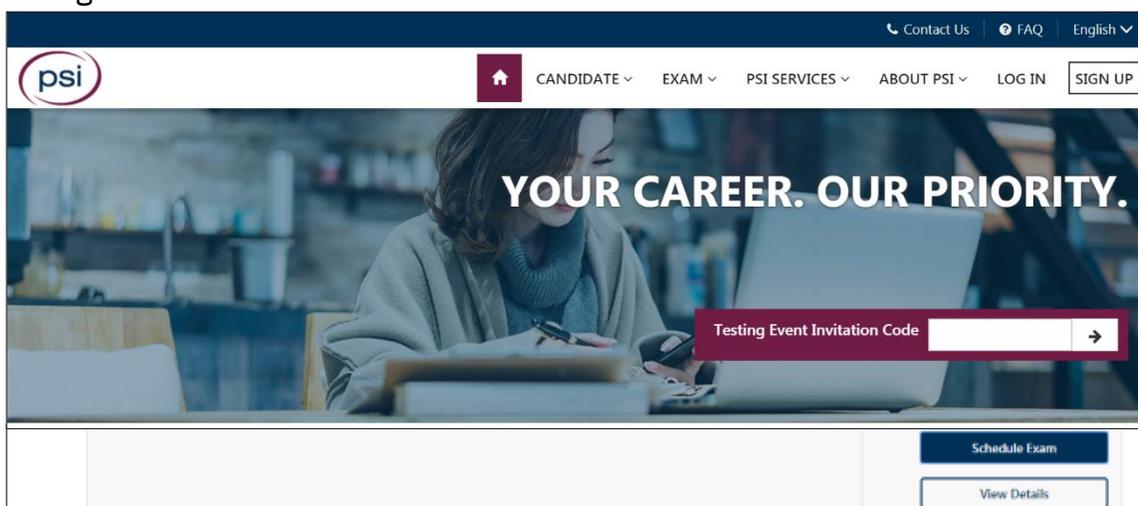
The screenshot shows the IIBA Certification Summary Page. At the top, there is a navigation bar with links for My Dashboard, Membership, Certification, Events, Get Involved, Renew, Store, and a user profile icon. Below the navigation bar, there is a section titled "Information Regarding Your Certifications" with a welcome message and two buttons: "Log My Hours" and "Exam Results". A message states: "Once you update your goals please refresh the page - Click Here".

The main content area shows the candidate name "CBDA Sample" and a dropdown menu for "CBDA - Certification in Business Data Analytics - Exam Eligible". Below this, there is a table with columns for "GOALS" and "Status".

GOALS	Status
Complete your Attestations	Complete <span style="float: right;">✓</span>
Schedule and Pass Exam	Incomplete <span style="float: right;">Get started</span>

Additional information at the bottom of the table includes: Status: Exam Eligible, Term Start Date: 27/08/2020, Term End Date: 27/08/2021, and Certification Date: (blank).

This will take you automatically to the [Exam Scheduling Page](#). Click on the **Schedule Exam** button to begin.



The screenshot shows the PSI Exam Scheduling Page. At the top, there is a navigation bar with links for Contact Us, FAQ, and English. Below the navigation bar, there is a header with the PSI logo and a menu with links for CANDIDATE, EXAM, PSI SERVICES, ABOUT PSI, LOG IN, and SIGN UP.

The main content area features a large image of a woman working at a desk with a laptop. Overlaid on the image is the text "YOUR CAREER. OUR PRIORITY." and a "Testing Event Invitation Code" input field with a submit button.

At the bottom of the page, there are two buttons: "Schedule Exam" and "View Details".

When you have completed this step, you will be directed to the “**View Details**” page, where there is an option to [Reschedule](#), [Cancel](#), [Schedule](#), or [Launch](#) the exam.

Security Procedures and the [System Compatibility Test](#) is also available on this page.

For full details, review the [Exam Information](#) page from the IIBA® website to ensure that you are familiar with the system requirements, identification, room set-up, how to launch your exam and cancellation and reschedule policy.

On the day of your exam, the exam proctor will guide you through the process and check you in at your scheduled start time.

Once you have completed the exam, a *pass or fail result will be displayed on the screen*. IIBA® will email you your exam performance summary within 2 business days. For further information, review the [Exam Information](#) page.

## 5.0 Maintaining Your Certification

Individuals who have attained the IIBA®-CBDA designation must demonstrate an ongoing professional commitment to the business analysis profession and satisfy recertification requirements and renew their credential every year. Review the [Recertification Handbook](#) for recertification requirements and details on how to record your Continuing Development Units (CDUs) online in the [BA Development Log](#).

## 6.0 Suspending or Withdrawing Certification

IIBA® reserves the right to revoke the IIBA®-CBDA certification at any time after review of a reported professional misconduct or for a misuse of the IIBA®-CBDA logo or trademarks. IIBA® also reserves the right to conduct random post-certification audits.

All fees paid shall be forfeited in the event of a revoked or suspended credential. Recipients whose certification has been revoked will not be allowed to reapply for the IIBA®-CBDA for a period of time to be decided at the discretion of IIBA®.

## 7.0 You May Also Like

[Certification Fees](#)

[Certification FAQs](#)

[Certification Badge & Registry](#)