

IIBA® - CBDA RECERTIFICATION PROCESS

APRIL 2021

This document illustrates how to enter recertification hours into the IIBA® system. Refer to the **IIBA®-CBDA Recertification Handbook** for recertification requirements and information needed to maintain your designation.

To recertify for your designation, you must earn a minimum of **20 Continuing Development Units (CDUs) every one-year** from your Date of Certification and complete the following goals:

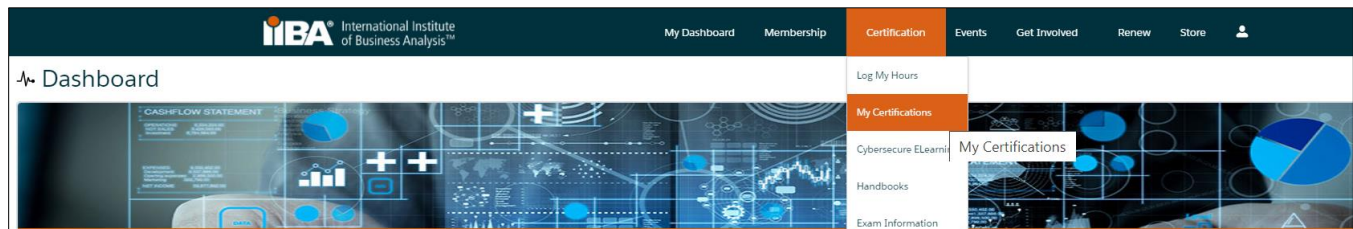
1. Earn a minimum of **20 Continuing Development Units**
2. Enter your hours into the **BA Development Log**
3. Pay recertification fee
4. Submit recertification application
5. Receive confirmation email from IIBA® – Congratulations! You are Recertified!

*The following will give you the information, step-by-step, on how to enter your recertification hours into the **BA Development Log**. The system will translate your hours into CDUs.*

1. Login to the IIBA® portal using your **IIBA credentials**



2. From the top of the page, select **Certification** and then from the drop-down menu select **My Certifications**.

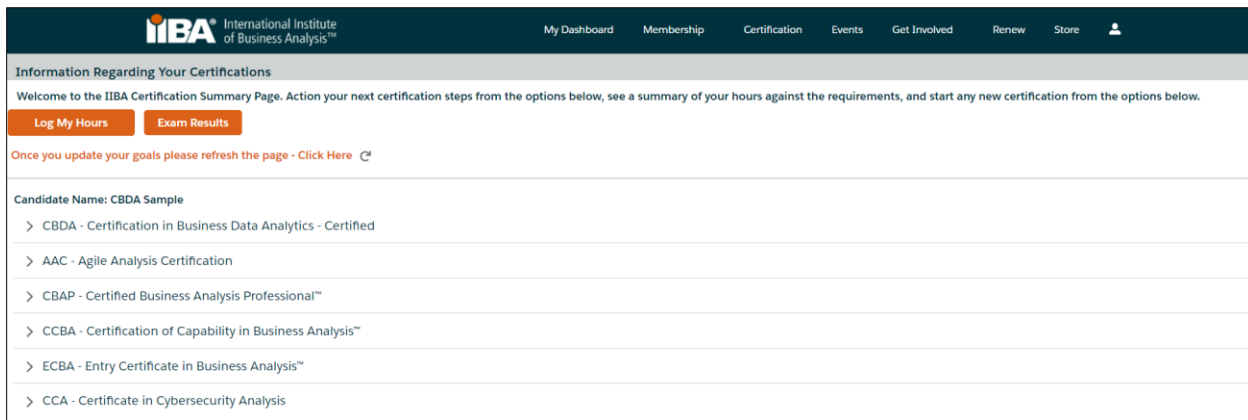


Before you Get Started:

Review the **IIBA®-CBDA Recertification Handbook** by selecting **Log My Hours** and accessing the Handbook from the right side of the page. The Handbook outlines eligibility and other requirements for recertifying for IIBA®-CBDA. Throughout this process, you will use the **Certification Summary Page** and the **BA Development Log** to meet your goals and log your hours.

3. The Certification Summary Page.

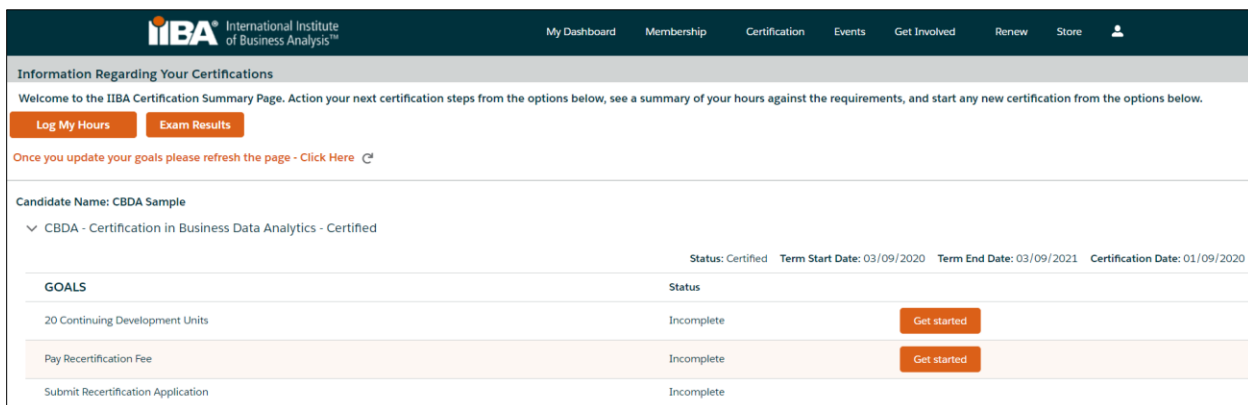
Use this page to select your goals and move forward with the process. To begin, select your certification, CBDA to access your goals.



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, and Store. 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 below the buttons says "Once you update your goals please refresh the page - Click Here". Underneath, the "Candidate Name" is listed as "CBDA Sample". A list of certifications is shown with expandable arrows: CBDA - Certification in Business Data Analytics - Certified, AAC - Agile Analysis Certification, CBAP - Certified Business Analysis Professional™, CCBA - Certification of Capability in Business Analysis™, ECBA - Entry Certificate in Business Analysis™, and CCA - Certificate in Cybersecurity Analysis.

Select the goal from where you want to start.

Select **Get Started** for the goal **20 Continuing Development Units** and begin to enter your hours. Or select **Get Started** and **Pay Recertification Fee**. Once the fee is paid, you will be able to track your progress and see the hours you have entered. **However**, you will not be able to see your progress until you have paid the recertification fee.



The screenshot shows the IIBA Certification Summary Page with the "Candidate Name" expanded to "CBDA - Certification in Business Data Analytics - Certified". Below this, there is a table with columns for "GOALS" and "Status". The table has three rows: "20 Continuing Development Units" with status "Incomplete" and a "Get started" button; "Pay Recertification Fee" with status "Incomplete" and a "Get started" button; and "Submit Recertification Application" with status "Incomplete". Above the table, there is a summary line: "Status: Certified Term Start Date: 03/09/2020 Term End Date: 03/09/2021 Certification Date: 01/09/2020".

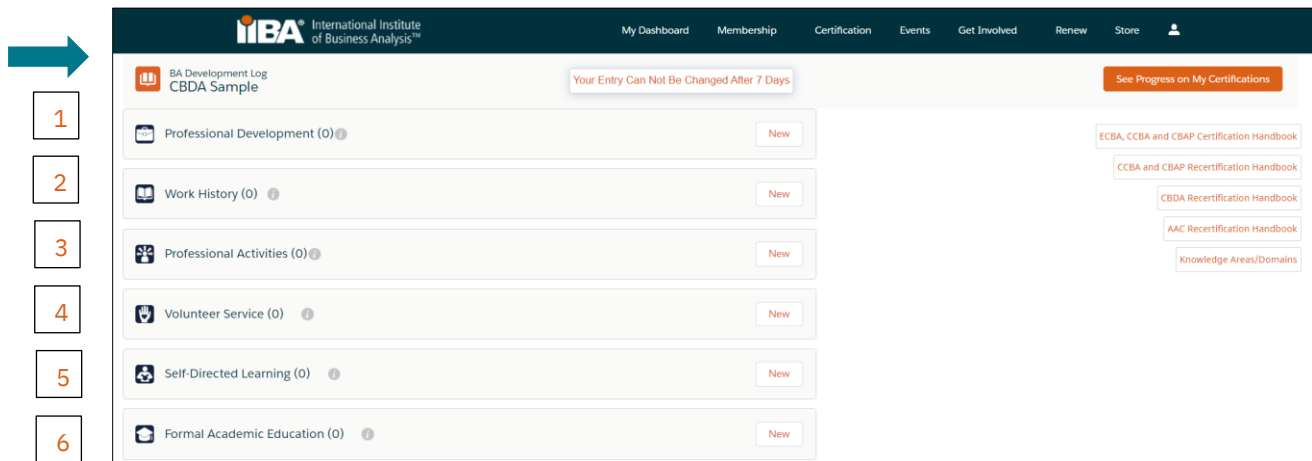
If you are in Suspended Status, refer to item #7 for instructions.

4. The BA Development Log.

Use the log to record your hours into any of the six categories. Your hours will roll up to the [Certification Summary Page](#) where you will see your progress. The system will translate your hours into CDUs. If you record more than the required 20 CDUs in your current one-year cycle, the system will apply up to 5 of your excess CDUs to your next one-year cycle.

CDUs must be earned within 2 main streams: **Learning** and **Applying** as stated in the IIBA®-CBDA Recertification Handbook. Each of the categories below, is within a stream. You must have CDUs in **both streams** and you must earn a minimum of **10 CDUs in the Learning Stream every year**.

Your entry cannot be changed after 7 days, we encourage you to make any changes to an entry prior to the 7th day or complete the entry just before you submit your Recertification Application.



Category 1: PROFESSIONAL DEVELOPMENT (Learning Stream)

Use this category to record your Professional Development hours for Endorsed Education Provider (EEP) educational activity, IIBA® Chapter meetings and events, other providers courses, seminars, workshops and events. Refer to the IIBA®-CBDA Recertification Handbook for eligibility.

1 hour of contact time = 1 CDU and can be added to in increments of .25 hours.

Record your Professional Development hours under any of the following record types:

- Classroom Course
- Chapter Event
- Chapter Study Group
- Conference Workshop
- Online Course

Select the record type, e.g. **Classroom Course** and select **Next**.

The screenshot shows a form titled "New Professional Development" with a section "Select a record type". The options are:

- Classroom Course
- Chapter Event
- Chapter Study Group
- Conference Workshop
- ECBA Self Directed Learning
- Online Course

 At the bottom right, there are "Cancel" and "Next" buttons. A blue arrow points to the "Classroom Course" option, and another blue arrow points to the "Next" button.

Complete the Information and **Save**.

The screenshot shows a form titled "New Professional Development: Classroom Course". It includes a header "Training completed through IIBA Endorsed and other training providers." and a section "Professional Development" with the following fields:

- * Activity Title
- * Organization Name
- Description
- Organization Website
- * Contact First Name
- * Contact Last Name
- * Contact Email
- Contact Phone
- * Start Date
- * End Date
- * Hours

 A blue arrow points to the right side of the form.

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

Select as many KAs as pertain to your work activity including any, or all, of the ones for Business Data Analytics:

- ✓ Identify Research Questions
- ✓ Source Data
- ✓ Analyze Data
- ✓ Interpret and Report Results
- ✓ Use Results to Influence Business Decision Making
- ✓ Guide Company-level Strategy for Business Analytics

The screenshot shows a "Knowledge Domain" section with two columns: "Available" and "Chosen". The "Available" column contains a list of Knowledge Areas:

- Identify Research Questions - ...
- Source Data - KA13
- Analyze Data - KA14
- Interpret and Report Results - ...
- Use Results to Influence Busin...
- Guide Company-level Strategy...
- Cybersecurity Overview and B...
- Enterprise Risk - KA19 (CCA)
- Cybersecurity Risks and Contr...
- Securing the Layers - KA21 (C...

 The "Chosen" column is currently empty. At the bottom, there are "Cancel", "Save & New", and "Save" buttons. A blue arrow points to the "Save" button.

The hours will show in your **BA Development Log** and will show as **CDUs Earned** on the **Certification Summary Page**. Select **See Progress on My Certifications** for the **Certification Summary Page** where the system tracks:

- CDUs Earned
- CDUs Max Allowed
- CDUs Met

To add more entries to the Professional Development category, select **New** and select the record type you wish to record.

Follow the same steps when recording hours for a **Chapter Event**, **Chapter Study Group**, **Conference Workshop** or **Online Course**.

BA Development Log

Certification Summary Page

REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	Met
RECERTIFICATION REQUIREMENTS				
Learning Stream (Minimum 10CDUs required)				
Professional Development:	15	10	10	✓
Formal Academic Education:	0	10	0	
Self-Directed Learning:	0	5	0	
Learning Stream Total	15	Unlimited	10	
Applying Stream				
Work History:	0	10	0	
Professional Activities (CDUs):	0	10	0	
Volunteer Service:	0	10	0	
Applying Stream Total	0	10		
Transferred CDUs:				
Total	15		Less than 20	
Transfer of CDUs per cycle:		5		

Category 2: WORK HISTORY (Professional Experience) (Applying Stream)

This category is where you record your professional experience. Use this category to record your hours of business analysis work experience. 1000 hours = 5 CDUs.

Select Work History and **New**.

The screenshot shows the IIBA dashboard with the 'Work History' category selected. A blue arrow points to the 'New' button next to 'Work History (0)'. On the right, a callout box contains the text 'See Handbook for requirements' with arrows pointing to a list of handbooks: ECBA, CCBA and CBAP Certification Handbook; CCBA and CBAP Recertification Handbook; CBDA Recertification Handbook; AAC Recertification Handbook; and Knowledge Areas/Domains.

Complete the Information and **Save**.

The 'New Work History' form is divided into two main sections: 'Information' and 'Work Hours'. The 'Information' section includes fields for Organization Name, Organization Website, Work Description, Start Date, End Date, Contact First Name, Contact Last Name, Contact Email, and Contact Phone. The 'Work Hours' section consists of six rows, each with a 'Work History' field (e.g., 'Work History 1 (hrs)') and a 'WH Knowledge Area' dropdown menu. At the bottom of the form, there are three buttons: 'Cancel', 'Save & New', and 'Save'. A blue arrow points to the 'Save' button.

Select KAs that apply to Business Data Analysis:

- ✓ Identify Research Questions
- ✓ Source Data
- ✓ Analyze Data
- ✓ Interpret and Report Results
- ✓ Use Results to Influence Business Decision Making
- ✓ Guide Company-level Strategy for Business Analytics

The hours will show in your **BA Development Log**.

BA Development Log
CBDA Sample

Your Entry Can Not Be Changed After 7 Days

See Progress on My Certifications

Professional Development (1)

Activity Title	Activity Type	Hours	Start Date
Strategic Business D...	Classroom Course	15.00	07/12/2020

Work History (1)

Organization Name	Total Working Hours	Start Date	CDU Audit
ABC Inc.	1,000.00	04/01/2021	<input type="checkbox"/>

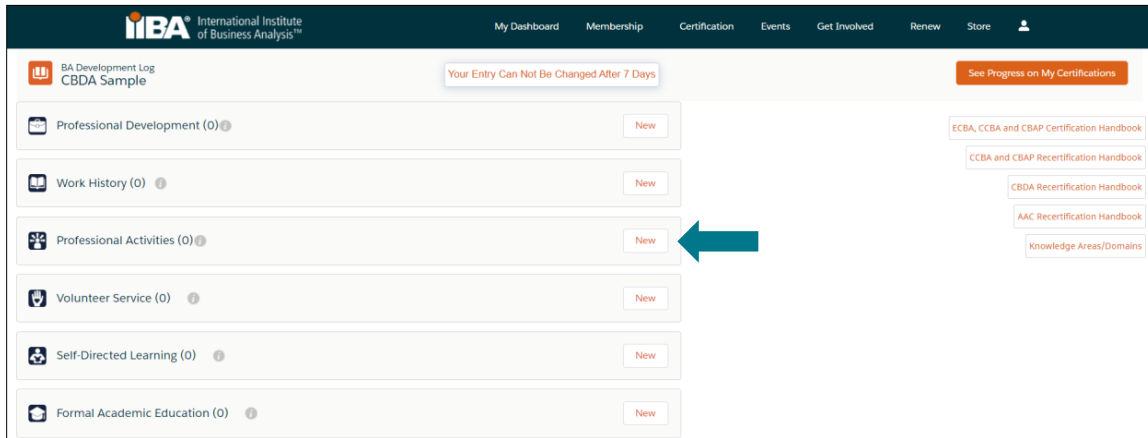
The CDUs will roll up on the **Certification Summary Page** and show under CDUs Earned.

RECERTIFICATION REQUIREMENTS				Met
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	
Learning Stream (Minimum 10CDUs required)				
Professional Development:	15	10	10	<input checked="" type="checkbox"/>
Formal Academic Education:	0	10	0	
Self-Directed Learning:	0	5	0	
Learning Stream Total	15	Unlimited	10	
Applying Stream				
Work History:	5	10	5	
Professional Activities (CDUs):	0	10	0	
Volunteer Service:	0	10	0	
Applying Stream Total	5	10	5	
Transferred CDUs:				
Total	20		Less than 20	
Transfer of CDUs per cycle:		5		

Category 3: PROFESSIONAL ACTIVITIES (Applying Stream)

Use this category to record your professional activities hours.

Select Professional Activities and **New**.



See Handbook for requirements

Complete the Information and **Save**.

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

Select as many KAs as pertain to your work activity including any, or all, of the ones for Business Data Analytics:

- ✓ Identify Research Questions
- ✓ Source Data
- ✓ Analyze Data
- ✓ Interpret and Report Results
- ✓ Use Results to Influence Business Decision Making
- ✓ Guide Company-level Strategy for Business Analytics

The hours will show in your [BA Development Log](#).

Your Entry Can Not Be Changed After 7 Days

Professional Activities (1) New			
Activity Title	CDUs	Start Date	End Date
Conference	10.00	15/02/2021	15/02/2021 ▼
View All			

The CDUs will roll up on the [Certification Summary Page](#) and show under CDUs Earned.

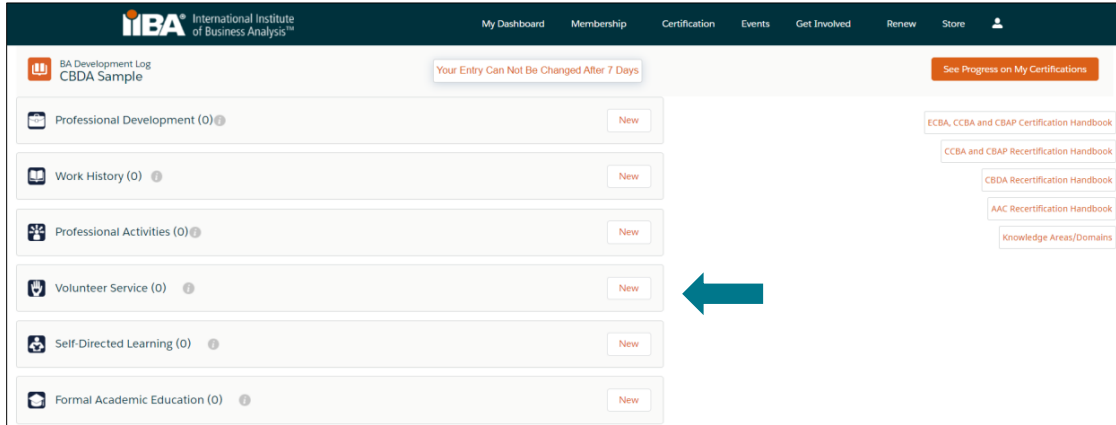
At any time when the CDU maximum allowance is met, a checkmark will appear under the Met column.

RECERTIFICATION REQUIREMENTS				Met
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	
Learning Stream (Minimum 10CDUs required)				
Professional Development:	15	10	10	
Formal Academic Education:	0	10	0	
Self-Directed Learning:	0	5	0	
Learning Stream Total	15	Unlimited	10	
Applying Stream				
Work History:	5	10	5	
Professional Activities (CDUs):	10	10	10	
Volunteer Service:	0	10	0	
Applying Stream Total	15	10	10	
Transferred CDUs:				
Total	30		20	

Category 4: VOLUNTEER SERVICE (Applying Stream)

Use this category to record your volunteer hours.

Select Volunteer Service and **New**.



See Handbook for requirements

Complete the Information and **Save**.

New Volunteer Service

Information

Volunteer Service

* Activity Title
IIBA Chapter Committee

Description

* Hours
15.00

* Organization Name
IIBA

Organization Website

* Contact First Name
Ella

* Contact Last Name
White

Contact Phone

* Contact Email
ew@mail.com

* Start Date
01/02/2021

* End Date
30/04/2021

* BA Development Log
CBDA Sample

* Knowledge Area Domain

Available	Chosen
Strategy Horizon - KA9	Identify Research Questions - KA12

Cancel Save & New Save

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

Select as many KAs as pertain to your work activity including any, or all, of the ones for Business Data Analytics:

- ✓ Identify Research Questions
- ✓ Source Data
- ✓ Analyze Data
- ✓ Interpret and Report Results
- ✓ Use Results to Influence Business Decision Making
- ✓ Guide Company-level Strategy for Business Analytics

The hours will show in your **BA Development Log**.

Your Entry Can Not Be Changed After 7 Days

Activity Title	Organization Name	Hours	Start Date
IIBA Chapter Committee	IIBA	15.00	01/02/2021

[View All](#)

The CDUs will roll up on the **Certification Summary Page** and show under CDUs Earned.

At any time when the CDU maximum allowance is met, a checkmark will appear under the Met column. When 20 CDUs have been recorded, a checkmark appears under the CDUs Met column.

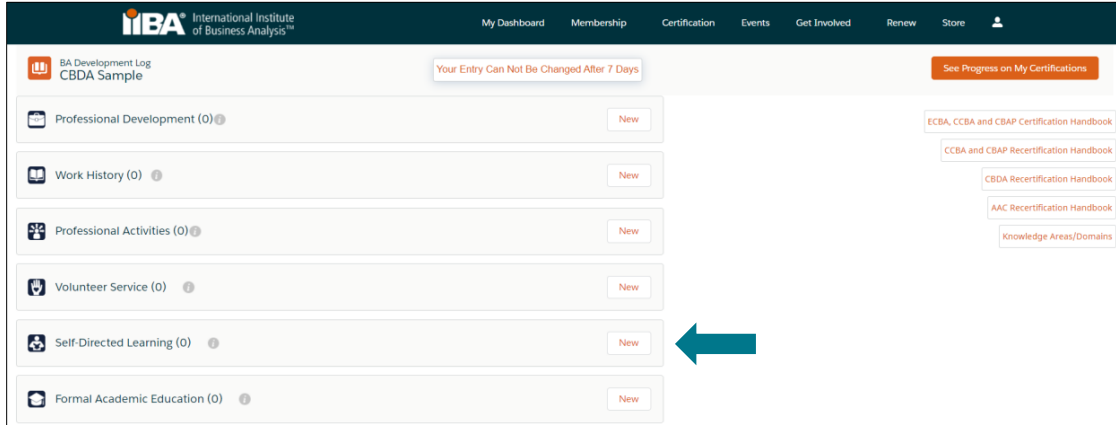
NOTE: In this example, 5 additional CDUs were earned in the recertification cycle and were automatically carried over to the next year's cycle.

RECERTIFICATION REQUIREMENTS				Met
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	
Learning Stream (Minimum 10CDUs required)				
Professional Development:	15	10	10	✓
Formal Academic Education:	0	10	0	
Self-Directed Learning:	0	5	0	
Learning Stream Total	15	Unlimited	10	
Applying Stream				
Work History:	5	10	5	
Professional Activities (CDUs):	10	10	10	
Volunteer Service:	15	10	10	✓
Applying Stream Total	30	10	10	
Transferred CDUs:				
Total	45		20	✓
Transfer of CDUs per cycle:	5	5		

Category 5: SELF-DIRECTED LEARNING (Learning Stream)

Use this category to record your self-directed learning hours.

Select Self-Directed Learning and **New**.



See Handbook for requirements

Complete the Information and **Save**.

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

Select as many KAs as pertain to your work activity including any, or all, of the ones for Business Data Analytics:

- ✓ Identify Research Questions
- ✓ Source Data
- ✓ Analyze Data
- ✓ Interpret and Report Results
- ✓ Use Results to Influence Business Decision Making
- ✓ Guide Company-level Strategy for Business Analytics

The hours will show in your [BA Development Log](#).

Your Entry Can Not Be Changed After 7 Days

Self-Directed Learning (1) New			
Title	Hours	Start Date	End Date
Business Data Analy...	7.00	07/12/2020	18/12/2020 View All

The CDUs will roll up on the [Certification Summary Page](#) and show under CDUs Earned.

At any time when the CDU maximum allowance is met, a checkmark will appear under the Met column. When 20 CDUs have been recorded, a checkmark appears under the CDUs Met column.

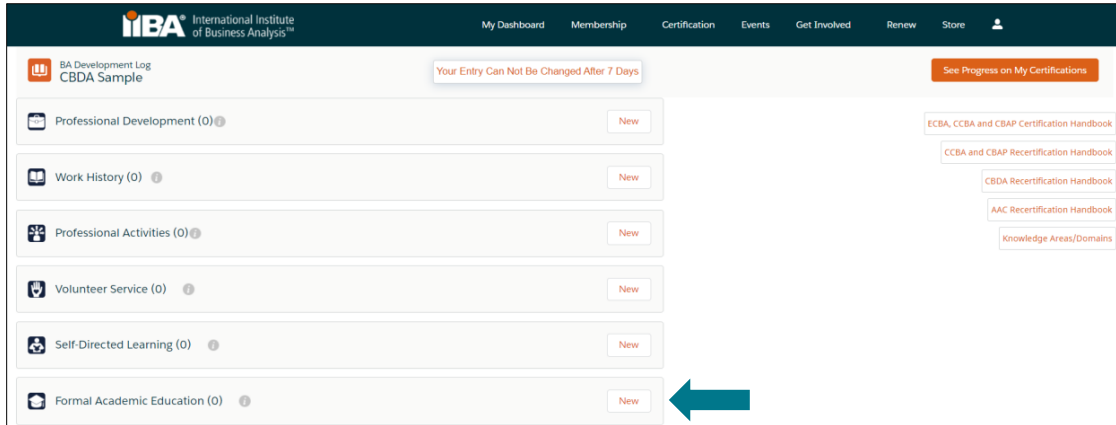
NOTE: In this example, 5 additional CDUs were earned in the recertification cycle and were automatically carried over to the next year's cycle.

RECERTIFICATION REQUIREMENTS				Met
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	
Learning Stream (Minimum 10CDUs required)				
Professional Development:	15	10	10	<input checked="" type="checkbox"/>
Formal Academic Education:	0	10	0	
Self-Directed Learning:	7	5	5	<input checked="" type="checkbox"/>
Learning Stream Total	22	Unlimited	15	
Applying Stream				
Work History:	5	10	5	
Professional Activities (CDUs):	10	10	10	
Volunteer Service:	15	10	10	<input checked="" type="checkbox"/>
Applying Stream Total	30	10	10	
Transferred CDUs:				
Total	52		20 <input checked="" type="checkbox"/>	
Transfer of CDUs per cycle:	5	5		

Category 6: FORMAL ACADEMIC EDUCATION (Learning Stream)

Use this category to record formal academic course hours.

Select Formal Academic Education and **New**.



Complete the Information and **Save**.

New Formal Academic Education

Information

Formal Academic Education

* School/Institution

* Course Title

Description

* Course Hours

* Start Date

* End Date

* Contact First Name

* Contact Last Name

Contact Phone

School/Institution Website

* Contact Email

* BA Development Log

Knowledge Area/Domain

Available:

Chosen:

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

Select as many KAs as pertain to your work activity including any, or all, of the ones for Business Data Analytics:

- ✓ Identify Research Questions
- ✓ Source Data
- ✓ Analyze Data
- ✓ Interpret and Report Results
- ✓ Use Results to Influence Business Decision Making
- ✓ Guide Company-level Strategy for Business Analytics

The hours will show in your [BA Development Log](#).

Your Entry Can Not Be Changed After 7 Days

Formal Academic Education (1) New			
Course Title	School/Institution	Course Hours	Start Date
Business Data Analytics	York University	25.00	11/01/2021 ▼
View All			

The CDUs will roll up on the [Certification Summary Page](#) and show under CDUs Earned.

At any time when the CDU maximum allowance is met, a checkmark will appear under the Met column. When 20 CDUs have been recorded, a checkmark appears under the CDUs Met column.

NOTE: In this example, 5 additional CDUs were earned in the recertification cycle and were automatically carried over to the next year's cycle.

RECERTIFICATION REQUIREMENTS				Met
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	
Learning Stream (Minimum 10CDUs required)				
Professional Development:	15	10	10	
Formal Academic Education:	8.33	10	8.33	
Self-Directed Learning:	7	5	5	
Learning Stream Total	30.33	Unlimited	23.33	
Applying Stream				
Work History:	5	10	5	
Professional Activities (CDUs):	10	10	10	
Volunteer Service:	15	10	10	
Applying Stream Total	30	10	10	
Transferred CDUs:				
Total	60.33		20	
Transfer of CDUs per cycle:	5	5		

5. Pay Recertification Fee

If this step has not yet been completed, select **Get Started** to Pay Recertification Fee. In this example, the 20 CDUs have been met and a checkmark appears.

Information Regarding Your Certifications

Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below, see a summary of your hours against the requirements, and start any new certification from the options below.

[Log My Hours](#) [Exam Results](#)

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

Candidate Name: CBDA Sample

- CBDA - Certification in Business Data Analytics - Certified

GOALS	Status	Term Start Date	Term End Date	Certification Date
20 Continuing Development Units	Complete	03/09/2020	03/09/2021	01/09/2020
Pay Recertification Fee	Incomplete			
Submit Recertification Application	Incomplete			

Proceed to check out and provide payment. Once payment is received, a **Payment Successful** box will appear from where you can **View Receipt** and navigate to other areas in the IIBA® portal.

Payment Successful

Your payment of USD 56.50 was successfully completed.

[View Receipt](#)

[Go to My Profile](#) [IIBA Membership](#) [Access My Certifications](#)

6. Submit Recertification Application

Once the recertification fee has been paid, the CDUs are ready to be submitted.

Certification Summary Page

Information Regarding Your Certifications

Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below, see a summary of your hours against the requirements, and start any new certification from the options below.

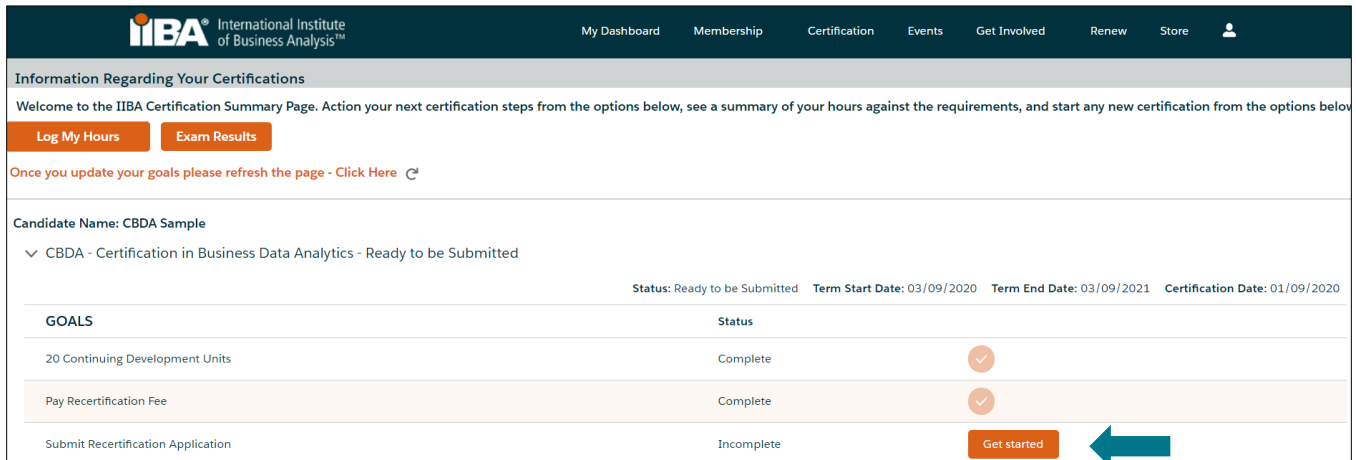
[Log My Hours](#) [Exam Results](#)

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

Candidate Name: CBDA Sample

- CBDA - Certification in Business Data Analytics - Ready to be Submitted

Submit your recertification application by selecting **Get started**.



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, and Store. 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 candidate name is "CBDA Sample". A dropdown menu shows "CBDA - Certification in Business Data Analytics - Ready to be Submitted". Below this, there is a table with columns for "GOALS" and "Status". The table has three rows: "20 Continuing Development Units" (Complete), "Pay Recertification Fee" (Complete), and "Submit Recertification Application" (Incomplete). A "Get started" button is located next to the "Submit Recertification Application" row, and a blue arrow points to it from the right.

GOALS	Status
20 Continuing Development Units	Complete ✓
Pay Recertification Fee	Complete ✓
Submit Recertification Application	Incomplete Get started

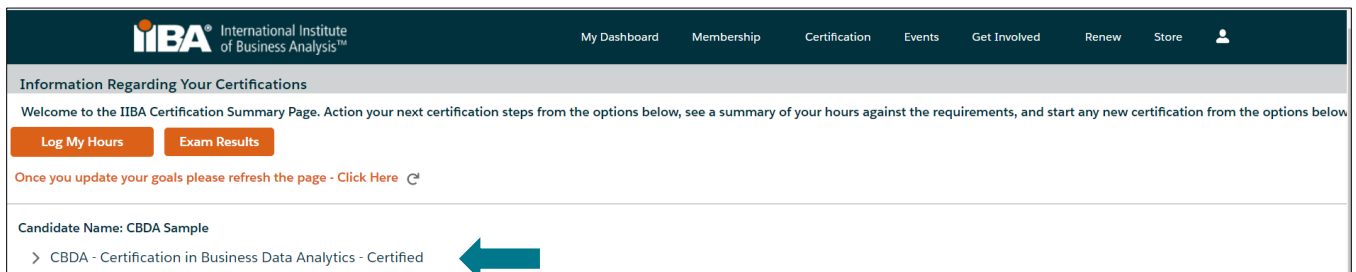
Upon submission, you will be asked to read and agree to the **Attestations:**

- Code of Conduct
- Terms and Conditions

You will be asked if you want to be included in the Certification Registry.

Refer to the **CBDA Recertification Handbook** for recertification requirements and information needed to maintain your designation and for information about the recertification audit process.

Complete and **SUBMIT** the form. The system will check for accuracy and / or perform a random audit. Upon completion of all necessary steps, the system will recertify you for a new **one-year cycle** and update your status to **CERTIFIED**.



The screenshot shows the IIBA Certification Summary Page after recertification. The candidate name is "CBDA Sample". A dropdown menu shows "CBDA - Certification in Business Data Analytics - Certified". A blue arrow points to this dropdown menu from the left.

7. Suspended Status

Recipients who **do not** satisfy the recertification requirements will automatically be placed in suspended status. If you are in suspended status, you will have four months from the certification expiration date to log your CDUs, pay the appropriate fee and agree to specific terms. Any CDUs earned during the suspension period and applied to the suspended recertification effort must be applied to the current cycle, which is under suspended status.

To enter CDUs under Suspended Status, login to the IIBA® portal using your [IIBA credentials](#) and navigate to the [BA Development Log](#).

Select the CDU Activity category and complete the information, making special note of the following:

1. In the **Activity Title** field, enter the name of the activity and, in brackets, enter the actual start date and the end date of the activity that was earned after the current term.
2. In the **Start Date** field, enter a date that is at minimum the day **before** the last day of the term.
3. In the “**End Date**” field, enter the activity end date.

Example:

If the term is January 2, 2019 to January 2, 2020 and the recipient is entering CDUs obtained from April 4, 2020 to April 5, 2020.

Activity Title: Activity xxx (April 4, 2020 to April 5, 2020)

Start Date: January 1, 2020

End Date: April 5, 2020.

The recertification date of the recipient’s next one-year cycle **remains the same** regardless of whether the recipient went into suspended status (i.e. the suspension period overlaps the first four months of the next one-year cycle.) Any CDUs earned during the suspension period and applied to the suspended recertification effort **may not be applied** to the next one-year cycle. They must be applied to the current cycle, which is under suspended status.

Recipients who do not meet their CDU requirements within the suspension period will **lose their designation**. Individuals who lose their designation will be required to re-apply for certification (including taking the exam) to regain their credential.