CCBA® Step-by-Step Application Process Guide

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1.0 Introduction

Candidates pursuing the Certification of Capability in Business Analysis™ (CCBA®) designation have access to two helpful resources for the candidate journey:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>The <strong>CCBA Handbook</strong></th>
<th>The <strong>CCBA Step-by-Step Application Process Guide</strong> (this document)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides detailed information and requirements for candidate eligibility, exam preparation, identification, security, technology (specific to your exam format) and taking the exam.</td>
<td></td>
<td>Provides step-by-step support on how to complete and submit the CCBA Application in the My IIBA portal.</td>
</tr>
</tbody>
</table>

As a candidate, you are:
- Required to read this **CCBA Handbook** in its entirety
- Encouraged to refer to the **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.
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 CCBA 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.

<table>
<thead>
<tr>
<th>REQUIREMENT NAME</th>
<th>REQUIRED HOURS</th>
<th>YOUR HOURS</th>
<th>HOURS NEEDED</th>
<th>MET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work History (hrs):</td>
<td>3750</td>
<td>0</td>
<td>3,750</td>
<td></td>
</tr>
<tr>
<td>Requirements 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KA1 Business Analysis Planning &amp; Monitoring</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KA2 Elicitation and Collaboration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KA3 Requirements Life Cycle Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KA4 Strategy Analysis</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KA5 Requirements Analysis &amp; Design</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KA6 Solution Evaluation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Development (hrs):</td>
<td>21</td>
<td>0</td>
<td>21</td>
<td></td>
</tr>
</tbody>
</table>
3.0 Pay the Application Fee

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

Before you purchase the application, ensure you meet the requirements for CCBA by reviewing the CCBA Handbook.

Then, on the Certification Summary page, select CCBA 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 CCBA on the *Certification Summary Page*.

Click on **CCBA**.

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

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

<table>
<thead>
<tr>
<th>GOALS</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Development</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

The BA Development Log is shown on your screen.

Note that entries cannot be changed after 7 days. Make changes prior to the 7th day or complete the entries just before you submit your application.
On the Professional Development category click **New**.

- **Professional Development (0)**
- **Work History (0)**
- **Professional Activities (0)**

**New Professional Development**

Select a record type
- Classroom Course
- Chapter Event
- Chapter Study Group
- Conference Workshop
- Online Course

Record your CCBA 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

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.
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

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.

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

A checkmark shows that the Professional Development goal is **Complete**.
3. Enter Work History

Select Get Started to complete your Work History.

You are required to have completed a minimum of **3,750 hours** of business analysis work in the last 7 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 each, in 2 Knowledge Areas (KAs)
- OR a minimum of 500 hours each, in 4 Knowledge Areas
- And any additional hours needed to reach the total 3,750 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

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

Work History

* BA Development Log

CCBA 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)

Work History 2 (hrs)

Work History 3 (hrs)

Work History 4 (hrs)

Work History 5 (hrs)

Work History 6 (hrs)

WH Knowledge Area 1

Search WH Knowledge Areas...

WH Knowledge Area 2

Search WH Knowledge Areas...

WH Knowledge Area 3

Search WH Knowledge Areas...

WH Knowledge Area 4

Search WH Knowledge Areas...

WH Knowledge Area 5

Search WH Knowledge Areas...

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.

<table>
<thead>
<tr>
<th>Work Hours</th>
<th>WH Knowledge Area 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work History 1 (hrs)</td>
<td>KA1 - Business Analysis Planning &amp; Monitoring</td>
</tr>
<tr>
<td>1,000.00</td>
<td>X</td>
</tr>
<tr>
<td>Work History 2 (hrs)</td>
<td>KA2 - Elicitation and Collaboration (CORE)</td>
</tr>
<tr>
<td>1,100.00</td>
<td>X</td>
</tr>
<tr>
<td>Work History 3 (hrs)</td>
<td>KA4 - Strategy Analysis (CORE)</td>
</tr>
<tr>
<td>800.00</td>
<td>X</td>
</tr>
<tr>
<td>Work History 4 (hrs)</td>
<td>KA6 - Solution Evaluation (CORE)</td>
</tr>
<tr>
<td>900.00</td>
<td>X</td>
</tr>
<tr>
<td>Work History 5 (hrs)</td>
<td>Search WH Knowledge Areas...</td>
</tr>
<tr>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Work History 6 (hrs)</td>
<td>Search WH Knowledge Areas...</td>
</tr>
<tr>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Select **See Progress on My Certifications** where the system tracks Required Hours, Your Hours, Hours Needed and Met.
Use the refresh link (upper left) to view your updated progress.

A checkmark shows that the Work History goal is Complete.
4. Enter References

Select Get Started to complete your References.

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</tr>
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<td>References</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Submit your Application</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Pay Exam Fee</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Schedule and Pass Exam</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Complete the form. Provide 2 References.

Your references can be a credentialed CCBA®/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.).
When finished, click Submit.

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

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

Your application status is Ready to be Submitted.
5.0 Submit Your Application

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

---

**Candidate Name: CCBA Candidate**

- **CCBA - Certification of Capability in Business Analysis™ - Ready to be Submitted**

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<td>Schedule and Pass Exam</td>
<td>Incomplete</td>
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</tbody>
</table>

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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
- CCBA 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.
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 [CCBA 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](#).
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