



CERTIFICATE IN PRODUCT OWNERSHIP ANALYSIS HANDBOOK

THE IIBA® GUIDE TO PURSUING THE IIBA®-CPOA

JUNE 2021

Table of Contents

1.0 Introduction	3
2.0 Fair and Equitable Policy	3
3.0 Exam Information	3
4.0 Digital Access Resources	4
5.0 Certification Process.....	4
Step 1 – Purchase The Exam.....	4
Step 2 – Complete The Attestations.....	5
Step 3 – Schedule and Take The Exam.....	5
6.0 Suspending or Withdrawing Certification	6
7.0 You May Also Like	7

1.0 Introduction

Welcome to the IIBA® Certificate in Product Ownership Analysis Handbook. This handbook describes the process for attaining the IIBA®-CPOA 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.



[IIBA's Product Ownership Analysis Certification Program](#) recognizes the integration of Business Analysis and Product Ownership with an Agile mindset to maximizing value. It provides the opportunity to acquire essential POA concepts needed to navigate the challenges associated with creating successful products.

Earning this certificate informs employers of your competence and expertise driving the creation and delivery of high-value products.

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 Certificate in Product Ownership Analysis exam is a foundational-level, competency-based exam for business analysis professionals working in product ownership analysis. The IIBA®-CPOA exam is weighted across seven knowledge areas and consists of 60 multiple-choice questions to be completed within 90 minutes.

<i>Exam Knowledge Area</i>	<i>Exam Coverage</i>
KA1: Apply Foundational Concepts	10%
KA2: Cultivate Customer Intimacy	15%
KA3: Engage the Whole Team	15%
KA4: Make an Impact	15%
KA5: Deliver Often	15%
KA6: Learn Fast	15%
KA7: Obsess About Value	15%

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

- [CPOA Competencies](#)
- [Exam Information and Blueprint](#)
- [Sample Exam Questions](#)
- [Exam Information](#)

4.0 Digital Access Resources

The POA program, including IIBA’s *Guide to Product Ownership Analysis* and Digital Access resources, provides a foundational understanding of the standards of practice, techniques, case studies, and the POA framework.

Plus, the POA Digital Access features interactive knowledge checks aligned to the program framework, quizzes, and more.

5.0 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 CPOA – Certificate in Product Ownership Analysis 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*.

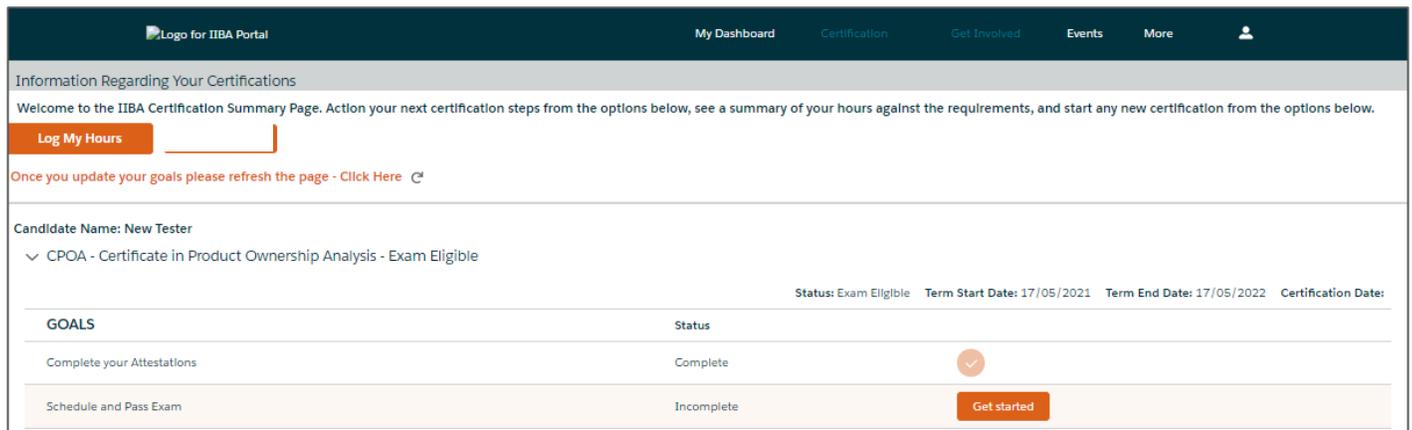
Step 2 – Complete The Attestations

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.

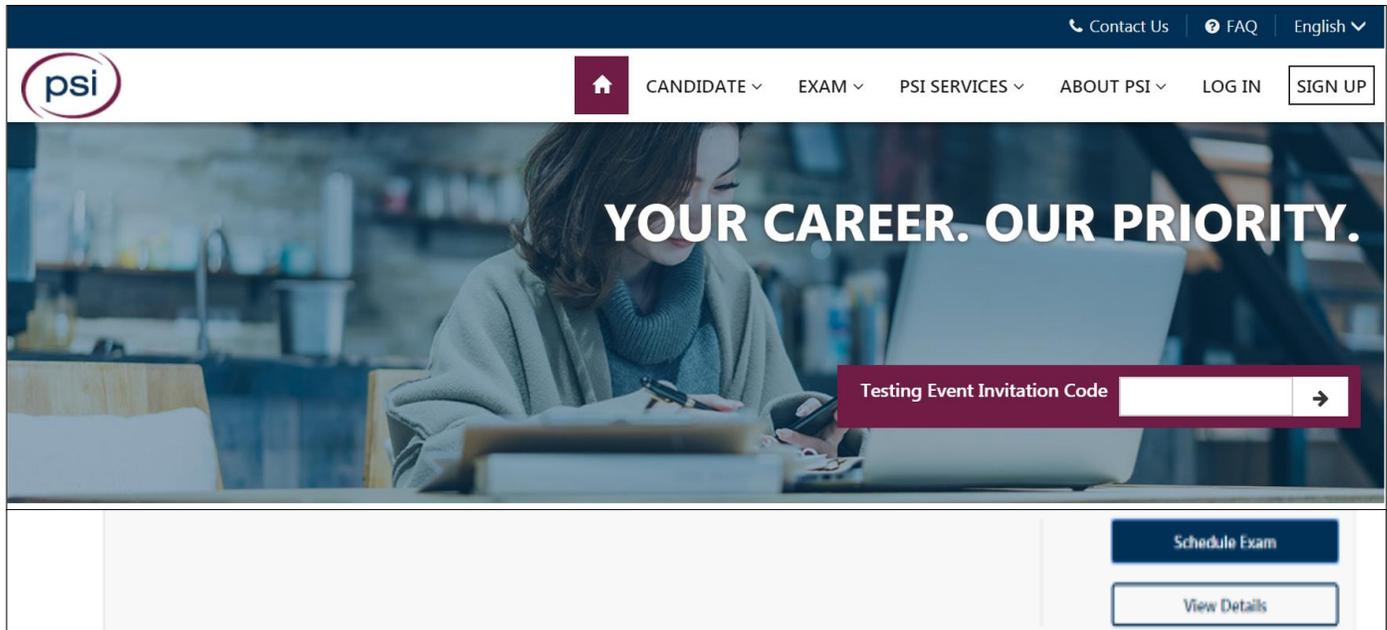
To schedule your exam, [login to your IIBA account](#) and access the **Certification Summary Page**. Select **Get Started** to complete the goal **Schedule and Pass Exam**.



The screenshot shows the IIBA Certification Summary Page. At the top, there is a navigation bar with 'Logo for IIBA Portal', 'My Dashboard', 'Certification', 'Get Involved', 'Events', and 'More'. Below the navigation bar, there is a section titled 'Information Regarding Your Certifications' with a welcome message and a 'Log My Hours' button. A message states: 'Once you update your goals please refresh the page - Click Here'. Below this, the candidate name is 'New Tester' and the certification is 'CPOA - Certificate in Product Ownership Analysis - Exam Eligible'. The status is 'Exam Eligible', the term start date is '17/05/2021', and the term end date is '17/05/2022'. A table lists goals with their status and a 'Get started' button for the 'Schedule and Pass Exam' goal.

GOALS	Status	Action
Complete your Attestations	Complete	✓
Schedule and Pass Exam	Incomplete	Get started

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



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.

6.0 Suspending or Withdrawing Certification

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

All fees paid shall be forfeited in the event of a revoked certificate. Recipients whose certificate has been revoked will not be allowed to reapply for the IIBA®-CPOA 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](#)