



# ENTRY CERTIFICATE IN BUSINESS ANALYSIS™

ECBA™ HANDBOOK

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## 1.0 Introduction

This document provides the necessary information for candidates pursuing the Entry Certificate in Business Analysis™ (ECBA™). Where information is already on our website, it will direct you to review the specific webpage through links.

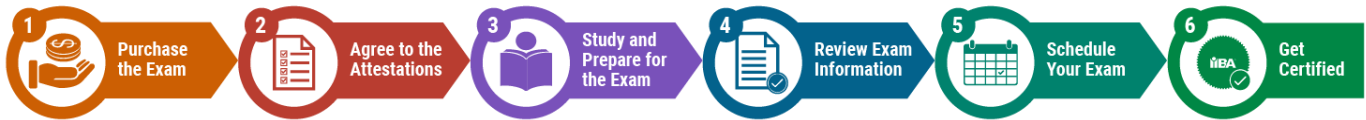
ECBA is the globally recognized entry certificate to the business analysis profession. It demonstrates that you have the foundational knowledge and understanding of how to approach business analysis according to the [Business Analysis Body of Knowledge® \(BABOK® Guide\)](#). There are no pre-requisites for ECBA.



IIBA is committed to providing full access to its credentialing products and services and complying with applicable laws and regulations, including the Americans with Disabilities Act and Accessibility for Ontarians with Disabilities Act (AODA). Please contact [certification@iiba.org](mailto:certification@iiba.org) to discuss and request any testing accommodation you may need.

IIBAs credentialing policies and practices are guided by the International Standards Organization, ISO/IEC 17024, and the National Commission for Certifying Agencies.

## 2.0 Six-Steps to Certification



### 1. Purchase the Exam

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



From your profile page, open the Certification menu.

Select My Certifications, ECBA and click:

[Get Started](#)

Purchase your exam and go to the next step.

From the day IIBA receives payment for your exam, you will have 12 months to schedule and take your exam. It is only within that time that you can request a refund.

A \$50 administrative fee will be applied to the refund. There will be no refunds after 12 months and you will forfeit the exam fee payment. There is a fee associated with each exam attempt. The [exam rewrite fees](#) are not included with the initial exam fee.

### 2. Agree to the Attestations

[Login with your IIBA® credentials](#).



From your profile page open the Certification menu.

Select My Certifications, ECBA and click:

[Submit my Attestations](#)

You will be asked to agree to abide by the [Code of Ethical Conduct and Professional Standards](#) and the [Certification Terms and Conditions](#).



### 3. Study and Prepare for the Exam

#### Exam Structure

Duration: 60 minutes  
 Questions: 50 multiple-choice, knowledge-based questions  
 Format: Online remote proctored  
 Type: Competency-based

#### Knowledge Areas

The exam covers 5 Knowledge Areas that align to the Business Analysis Body of Knowledge (BABOK® Guide). They are further categorized into competencies and proficiency levels. Study the [BABOK® Guide](#) and the [Competency & Proficiency Levels](#).

#### ECBA Exam Blueprint

Knowledge Areas (KA)	% of Questions per KA
1. Business analysis planning and monitoring	5%
2. Elicitation and collaboration	20%
3. Requirements life cycle management	20%
4. Requirements analysis and design definition	25%
5. Business analysis knowledge	30%
- Business analysis and the BA professional	2.5%
- Business analysis key concepts	5%
- Underlying competencies	5%
- Techniques	17.5%

#### Study and Learning Options

- IIBA Endorsed Education and Training: [Endorsed Education Providers and Academic Members](#) offer a variety of learning options. You can search this data base for ‘ECBA’ and filter for location, virtual, in class, etc. EEP Exam Prep & Study Groups: [Exam Prep Courses](#) provide preparation and group study.
- Self-Directed Learning: The [Business Analysis Body of Knowledge® \(BABOK®\) Guide](#) is the global standard for business analysis concepts, practices, and techniques. [IIBA’s Knowledge Hub](#) provides online, searchable access to the BABOK® Guide along with thousands of supporting materials to boost your study. [IIBA Members](#) have free access to these materials.
- IIBA Chapter Study Groups: [IIBA Members](#) can participate in Study Groups offered by various Chapters globally. Review [Chapter Events](#) and search for “Study Groups”.



## 4. Review Exam Information

The ECBA exam is offered as an online remote proctored exam experience taken from the security and comfort of your home. As work environments and company computers may have firewalls or other restrictions, DO NOT use your work office or computer to sit for your exam. PSI® is the exam vendor that provides the remote proctoring services on behalf of IIBA.

It is the candidate's responsibility to ensure they have the correct ID, technology, workspace set up, and reliable internet to successfully write the remote proctored exam. If you do not meet the requirements on your exam day, you will not be able to take the exam and will forfeit your exam fee.

### You Must Have:

1. Correct ID: Government-issued Photo Identification must be the original document, be current, signed and in western characters. You must ensure the **first name** and **last name** that you used to register with IIBA, is the same first name and last name on your identification. There can be no differences. **Only IIBA can make the required update for you.** Read the [IIBA Exam Information](#).
2. Required technology and system set up: You will need a compatible personal computer/laptop, microphone, camera and operating system. Read the [IIBA Guide to Online Proctored Exams](#).
3. Proper room and workspace set up: This includes full knowledge of the rules for what is allowed and not allowed during your exam. Read the [IIBA Guide to Online Proctored Exams](#).
4. Reliable Internet Connection:  
Read the [IIBA Guide to Online Proctored Exams](#).

A careful review of all these documents will provide the details you need.


- [IIBA Exam Information](#)
- [IIBA Guide to Online Proctored Exams](#)
- [PSI Online Proctoring Experience](#) video outlining exam day.
- [Certification FAQs](#) for refunds, reschedules, and requests for exam accommodation





## 5. Schedule Your Exam


The “Schedule and Pass Exam” goal allows you to Schedule, Reschedule, Cancel, and Launch your exam. PSI requires 48 hours to schedule, reschedule or cancel.

1. [Login with your IIBA® credentials.](#)
2. From your profile page, open the Certification menu.
3. Select My Certifications, ECBA and click: 
4. You will be redirected to the PSI Scheduling Page.
5. Select “**Schedule Exam**”.
6. Select date and time and complete the scheduling process.
7. When done, read “**View Details**”.



## 6. Get Certified

The “Schedule and Pass Exam” goal is where you will launch your exam on your scheduled exam date and time. You can log into your exam half hour early.

1. [Login with your IIBA® credentials.](#)
2. From your profile page, open the Certification menu.
3. Select My Certifications, ECBA and click: 
4. You will be redirected to the PSI Scheduling Page.
5. Select “**Launch Exam**”.
6. Follow the check-in procedure and connect with your proctor.
7. Complete the exam.

When your exam is completed, you will receive a pass or fail result on your screen. A confirmation of your results will be emailed to you from IIBA within 48 hours.

Once you have successfully passed the exam, your name will appear within the [Certification Badge & Registry](#), unless you have opted out.

### Your Certificate and Badge

To access your Certificate and badge, please go to [Access My Accredible Certificate](#). Login to view your Accredible page and click on PDF or Badge to download a copy or share in LinkedIn.