



**ENTRY CERTIFICATE IN BUSINESS ANALYSIS™**

**ECBA™ HANDBOOK**

**FEBRUARY 2024**

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## 1.0 Introduction

This document provides the necessary information for candidates pursuing the Entry Certificate in Business Analysis™ (ECBA™). Direct links are provided to the IIBA® website where applicable.

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.

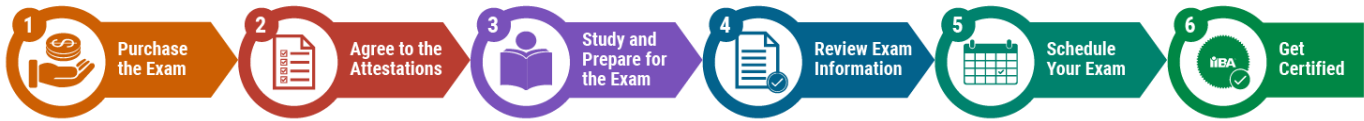


IIBA is committed to providing full access to its credentialing products and services and complying with applicable laws and regulations, including the Americans with Disabilities Act and Accessibility for Ontarians with Disabilities Act (AODA).

Information about **testing accommodations** is available on the [Exam Information](#) page, under Candidate Frequently Asked Questions. To request accommodations, please contact [certification@iiba.org](mailto:certification@iiba.org).

IIBA's 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

[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

[Submit my Attestations](#)

You will be asked to read and abide by:

- [Code of Ethical Conduct and Professional Standards](#)
- [IIBA Certification Terms and Conditions](#)
- [ECBA Certification Handbook](#)
- [The IIBA Guide to Online Proctored Exams](#)



### 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 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 database for ECBA and filter for location, virtual, in class, etc. Also, see the current list of EEP [Exam Prep Course](#) offerings.
- Self-Directed Learning: The [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 and other supporting materials. [IIBA Members](#) have free access to these materials.
- IIBA Chapter Study Groups: [IIBA Members](#) can participate by searching for “Study Group” within [Chapter Events](#).



## 4. Review Exam Information

The ECBA exam is offered as an online remote proctored exam managed by IIBA's exam delivery partner PSI®.

DO NOT use company office or company laptop/computer to sit for your exam as work environments and company computers often have firewalls and restrictions.

### You Must Have the Following:

#### 1. Government-issued Photo Identification (ID)

The ID must be the original document, current, signed and in western characters. Your **first name** and **last name** must match exactly in three places: your identification, IIBA and PSI. There can be no differences. If your name does not match your identification, you must notify IIBA. **Only IIBA can make the required update for you** and can be contacted at [certification@iiba.org](mailto:certification@iiba.org). All updates must be done at least **1 week before** your scheduled exam, or you will not be able to take the exam.

### The following identification is **ACCEPTED**:

- Government-issued Driver's License
- U.S. Department of State Driver's License
- National/State/Country Identification Card
- Government-issued Passport
- Passport Card

#### 2. Internet and Technology Requirements

A reliable internet connection and a compatible personal computer, laptop, microphone, camera, and operating system are required. Do the [System Compatibility Check](#) and read the [IIBA Guide to Online Proctored Exams](#) for specifications.

#### 3. Room and Workspace Requirements

A quiet room and clear workspace are required. Read the [IIBA Guide to Online Proctored Exams](#) for full details and rules on what is allowed and not allowed during the exam.

### Review These Resources Before Your Exam:

- [PSI Online Proctoring Experience](#) video outlining exam day
- [Certification FAQs](#) for refunds, reschedules, and requests for exam accommodation

### Candidate Responsibility


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.



## 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 
4. You will be redirected to the PSI Scheduling Page.
5. Select “**View Available Tests**”.
6. Complete the scheduling process as per the onscreen prompts.  
[IIBA Guide to Online Proctored Exams](#) contains helpful screenshots.



## 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 a half hour (30 minutes) before the exam start time.

1. [Login with your IIBA credentials.](#)
2. From your profile page, open the Certification menu.
3. Select My Certifications, ECBA and 
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 the screen. A confirmation of your result will be emailed to you from IIBA within 48 hours.

### 3.0 Your Certificate and Badge

Once you have successfully passed the exam, your name will appear within the [Certification Badge & Registry](#), unless you have opted out. You can access your certificate and badge directly from this page to download a copy or share on LinkedIn.

IIBA reserves the right to revoke the certification at its discretion and to conduct random audits.