

# Frequently Asked Questions

## ECBA Application Process Update

### 1. What is changing in the ECBA application process?

Effective April 26, 2023, IIBA® will eliminate the ECBA™ application process, the separate ECBA application fee, and the 21 Professional Development requirement necessary for eligibility. The streamlined process will consist of a new ECBA exam fee priced at \$195 USD (for Members), \$350 USD (for Non-Members) and \$150 USD (for Corporate Members). When this new fee is paid, a candidate has one year from the day this payment is received to schedule and attempt the exam.

### 2. What are the new eligibility requirements for ECBA?

The new ECBA eligibility will include the following:

- You must register for an account with IIBA
- [Agree with the Code of Conduct](#)
- [Agree with Terms and Conditions](#)

### 3. What are the benefits of the streamlined process?

By simplifying and streamlining the ECBA application process, the steps required for a candidate to schedule their exam are reduced, making it easier and more efficient. With these process improvements, candidates can focus on the most important aspect of the exam process, which is studying for the exam.

### 4. How do I purchase the new ECBA exam?

The first step to purchase the new ECBA exam at the new combined price is to navigate to [IIBA.org](https://www.iiba.org) and log in using your IIBA credentials or create a new account. Then, from your profile page, open the “Certifications” menu, click on the “My Certifications” option, select “ECBA”, purchase your exam, and follow the next steps.

### 5. What should I do if I have already purchased an ECBA application fee, but not the exam fee?

If you have already purchased an ECBA application fee, you will be sent a communication during the week of April 24<sup>th</sup> from IIBA with the next steps in your certification process.

### 6. What should I do if I have already completed the Professional Development (PD) hours?

The 21 PD hours may be applied within 4 years of completion towards the [Certification of Capability in Business Analysis™ \(CCBA®\)](#) or the [Certified Business Analysis Professional \(CBAP®\)](#) certification, and they can still be entered in Professional Development under *online course* or *classroom course*.

## 7. Are there any changes to the ECBA competencies or exam?

The competencies or exam for ECBA have not changed. To view the ECBA exam competencies, please click [here](#).

## 8. How should I prepare for the ECBA exam?

There are many options available to help you prepare for your ECBA exam: Enrolling in an IIBA Endorsed course or program, participating in a Chapter Study Group or self-study.

IIBA endorses education and training delivered by Endorsed Education Providers (EEPs) and Academic Members to support the ongoing development of business analysis professionals. You can find an IIBA endorsed course or program by searching for “ECBA” within [Endorsed Education and Training directory](#) and filtering by format: virtual or in person.

IIBA Members are worldwide Chapter Members and can attend Chapter events. Chapter Study Groups are held either virtually or in person and can be found by searching for “Study Groups” within [IIBA Chapter Events](#).

For those who prefer self-study, [IIBA Members](#) have free access to the [Business Analysis Body of Knowledge® \(BABOK®\) Guide](#) and [IIBA’s Knowledge Hub](#). [IIBA’s Knowledge Hub](#) provides an online, searchable access to [BABOK® Guide](#) along with supporting materials to boost your study.

## 9. Is the new ECBA exam fee refundable?

The new ECBA exam fee is refundable less a \$50 USD administrative fee within 12 months from the day payment is received.

## 10. My organization has purchased ECBA exams within the past 12 months. Are the codes for those exams now inactive?

On April 26, 2023, codes for ECBA exams that are active and still have unused quantity will work with the new ECBA exam fee. Therefore, employees or students who have not started the ECBA application process can proceed to use the code and purchase the new ECBA exam fee.

If an employee or a student has already used the code to start an ECBA application prior to April 26, 2023, and their application is still valid, they can proceed to use the same code to pay for the retiring ECBA exam fee. Any questions or concerns regarding codes can be sent to following:

- Corporate Members: [corporatemembership@iiba.org](mailto:corporatemembership@iiba.org)
- Endorsed Education Program Providers: [eep@iiba.org](mailto:eep@iiba.org)
- Academic Members: [academic@iiba.org](mailto:academic@iiba.org)

## **Additional Questions?**

If you have any questions, contact IIBA's Customer Experience Team at [info@iiba.org](mailto:info@iiba.org).