CCBA® AND CBAP® APPLICATION PROCESS

This document outlines the steps to follow to complete your CCBA® and CBAP® Application process. Please refer to the Core BA Certification Handbook for requirements and policies.

1. **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 password.

2. From the top of the page, select Certification and then from the drop-down menu select My Certifications. This will take you to the Certification Summary Page from where you can select your certification.
Before you Get Started:

The CCBA® and CBAP® Application fee is non-refundable and non-transferrable. Ensure you meet the requirements for either CCBA® or CBAP® by reviewing the Certification Handbook here or by selecting Log My Hours and accessing the ECBA, CCBA and CBAP Certification Handbook from the right side of the page.

Throughout this process, you will use the Certification Summary Page and the BA Development Log to meet your goals and monitor your progress.

Certification Summary Page

Information Regarding Your Certifications
Welcome to the IIBA Certification Summary Page. Evaluate your hours entered against IIBA Certification offerings, to see where your experience best fits. Start any certification from the options below.

Log My Hours

Candidate Name: ECBA Sample
- AAC - Agile Analysis Certification
- CBDA - Certification in Business Data Analytics
- CBAP - Certified Business Analysis Professional™
- CCBA - Certification of Capability in Business Analysis™
- ECBA - Entry Certificate in Business Analysis™
- CCA - Certificate in Cybersecurity Analysis

BA Development Log

Note: Your entry cannot be changed after 7 days, we encourage you to make any changes to an entry prior to the 7th day or complete the entry just before you submit your application.
3. **Get Started**

Select your desired certification, CCBA® or CBAP® and **Get Started**.

<table>
<thead>
<tr>
<th>Candidate Name: CBAP Sample</th>
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</thead>
<tbody>
<tr>
<td>› AAC - Agile Analysis Certification</td>
<td></td>
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<tr>
<td>› CBDA - Certification in Business Data Analytics</td>
<td></td>
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<tr>
<td>› CBAP - Certified Business Analysis Professional™</td>
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</tbody>
</table>

**Get Started**

**APPLICATION REQUIREMENTS**

<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 Activity (hrs)</td>
<td>7500</td>
<td>0</td>
<td>7500</td>
<td></td>
</tr>
<tr>
<td><strong>Requirements</strong></td>
<td></td>
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<tr>
<td>KAL Business Analysis Planning &amp; Monitoring</td>
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<tr>
<td>KAL Effective and Collaboration</td>
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<td>KAL Requirements Life Cycle Management</td>
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<tr>
<td>KAL Strategy Analysis</td>
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<tr>
<td>KAL Requirements Analysis &amp; Design</td>
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<tr>
<td>KAL Solution Execution</td>
<td></td>
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</tr>
<tr>
<td>Professional Development (hrs)</td>
<td>25</td>
<td>0</td>
<td>25</td>
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</tbody>
</table>

› CBDA - Certification of Capability in Business Analysis™

4. Click on **Add to Order** and **Checkout** to pay the Application Fee.

5. **Proceed with Payment Information**

Do not click on New Address. Click on **Continue**.

**NOTE:** For coupon codes, you must click on **Continue** for the address and **THEN** add the coupon code. If the coupon code does not work, contact certification@iiba.org.
6. Choose a Payment Method.

Complete all information and click on Process Payment.
7. A receipt will generate once payment is processed. To see your receipt, select **View Receipt**.

- Select **IIBA Membership** if you are interested in becoming a member of IIBA.
- Select **Access My Certifications** to complete your goals.

8. Complete each of the goals by selecting **Get Started**. Refer to the **Certification Handbook** for requirements and policies for each of CCBA® or CBAP®.

The following examples will be for CBAP®. For CCBA®, follow the requirements in the Certification Handbook and the goals on the **Certification Summary Page**.
9. Select **Get Started** to complete the goal **Professional Development**.

You will land on the **BA Development Log** from where you can log your hours under the **Professional Development** category. The requirement for CBAP® is to log a **minimum of 35 hours** of professional development within the last 4 years. The requirement for CCBA® is to log a **minimum of 21 hours** of professional development within the last 4 years. The content must align with the **BABOK® Guide v3.0**, be formal in structure and not simply a presentation on a topic.

The content must meet the following criteria:

- Be moderated/facilitated similar to a formal course (i.e., there must be a moderator for the session, or a facilitator/instructor who leads the group/individual through the material)
- Have a measurable learning objective (or set of objectives), and those must be directly applicable to the role of the business analyst (i.e., in terms of either changing behavior or improving skills)
- Provide the opportunity for students to interact with the material (e.g., be able to ask questions, make the learning meaningful)
- Provide the opportunity to practice the task or objective being presented and be assessed by the facilitator/moderator

Courses part of our **Endorsed Education Provider** (EEP™) program automatically qualify towards the professional development requirements as they have already been assessed and validated by IIBA® to ensure they meet the above criteria.
10. Select **New** to begin to log your hours under **Professional Development**.

11. Record your Professional Development hours under any of the following record types:

   - Classroom Course
   - Chapter Study Group
   - Online Course

   **For this example**, select the record type, **Classroom Course** and select **Next**.
Complete the Information and Save.

Select a Knowledge Area (KA) from the “Available” field and use the arrow to move it to the “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
The hours will appear in your **BA Development Log**.

Select **See Progress on My Certifications** for the **Certification Summary Page** where the system tracks Required Hours; Your Hours; Hours Needed and Met.

Follow the same steps when recording hours for a **Chapter Study Group** or **Online Course**.

Once the hours are met, a checkmark appears next to the **Met** status and the Professional Development goal status is **Complete**.

Continue to the next **GOAL**.
12. Select **Get Started** to complete your **Work History** goal.

13. For **Work History**, select **New**.

**CBAP** applicants are required to complete a minimum of 7,500 hours of business analysis work in the last 10 years. Within this experience, a minimum of 900 hours completed in 4 of the 6 BABOK® Guide Knowledge Areas, for a total of at least 3,600 hours of the required 7,500 hours total.

**CCBA** applicants are required to complete a minimum of 3,750 hours of business analysis work in the last 7 years. Within this experience, a minimum of 900 hours completed in each of 2 of the 6 BABOK® Guide Knowledge Areas OR, a minimum of 500 hours completed in each of the 4 of the 6 BABOK® Guide Knowledge Areas.
Complete the Information and **Save**.

Select the **Knowledge Area’s (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

Completed Work Hours will include:

- Work History
- WH Knowledge Area’s
The hours will appear in your **BA Development Log**.

Select **See Progress on My Certifications** for the **Certification Summary Page** where the system tracks Required Hours; Your Hours; Hours Needed and Met.

Once the hours are met, a checkmark appears next to the **Met** status and the Professional Development goal status is **Complete**.

Continue to the next **GOAL**.
14. Select **Get Started** to complete your **References** goal.

**Provide 2 References.**

The references can either be a CBAP® recipient, a career manager or a client (internal or external). Ideally at least one of your two references will have known you for at least 6 months.

Complete the information and select **Submit.**
The References goal will appear as Complete on your Certification Summary Page.

Continue to the next GOAL.

15. Select **Get Started** to complete the Submit your Application goal. This step involves agreeing to the Attestations.

**Agree to the Attestations**
- Read the documents
- Agree to the conditions
- Determine if you want your name to appear on the Certification Registry

After your application is submitted, you will be “Approved” or “Approved Pending Audit”.

Complete the information and select **Submit**.
16. Your One-Year Application Term

Once “Approved”, you will have a **one-year Application Term** in which to schedule and take your exam. Within the one-year, you have three attempts, each at a fee, to write the exam, if required. **Certification Fees** apply.

Your **one-year Application Term** will start from the day your application is approved.

If your application lapses, you will have to pay the application fee again, re-verify that you meet the requirements, and pay the exam fee.

17. Select **Get Started** to **Pay Exam Fee**

For payment instructions, follow Steps 4-7.

After payment of the exam fee, you will receive a confirmation email from IIBA® indicating your next steps **Schedule and Pass Exam**.

18. You May Also Like

- **Certification Fees**
- **Cancellation and Reschedule Policy**
- **Certification FAQs**
- **Exam Information**