

Core BA Certification Handbook

**The IIBA[®] guide to pursuing the ECBA[™],
CCBA[®] and CBAP[®] certifications.**

August 2022

Table of Contents

1.0	Introduction	3
2.0	Fair and Equitable Policy	3
3.0	Certification Process	4
	Step 1 - Log into your IIBA Account	4
	Step 2 – Pay Application Fee	4
	Step 3 - Log Your Hours in the BA Development Log	4
	Step 4 – Complete and Submit Application	5
	Step 5 – Pay Exam Fee	6
	Step 6 – Schedule and Take Exam.....	6
4.0	You May Also Like:	6
5.0	Audits	6
6.0	Appeal Process	7
7.0	Suspending or Withdrawing Certification	7

1.0 Introduction

Welcome to the IIBA® Core Business Analysis (BA) Certification Handbook. This handbook describes the process for attaining your core BA certification levels and where information is already on our website, will direct the individual to the specific webpage through key links. Review each of the links for details.

The IIBA® multi-level competency-based core BA certification program recognizes your knowledge and skills and supports your lifelong business analysis career progression.

Each level includes its own eligibility requirements, and competency-based assessment (i.e., exam), and is aligned to [A Guide to the Business Analysis Body of Knowledge® \(BABOK® Guide\)](#) .

Level 1

Individuals entering the BA field.



[Click here for ECBA requirements & exam information](#)

Level 2

Recognizes BA professionals who have 2-3 years of BA experience.



[Click here for CCBA requirements & exam information](#)

Level 3

Recognizes BA professionals who lead and have over 5 years of BA experience.



[Click here for CBAP requirements & exam information](#)

IIBA certification programs align with the International Standards Organization (ISO), ISO/IEC 17024 conformity assessment outlining the standards for certifying the competence of personnel.

Individuals who have attained the CCBA® and CBAP® designations must demonstrate an ongoing professional commitment to the business analysis profession and satisfy recertification requirements and renew their credential every three years. See [Recertification Handbook](#) for details. As an entry level certificate, **ECBA does not require recertification.**

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 Certification Process

For step by step instructions on how to complete the application process online, please refer to the following [ECBA Application Process](#) and [CCBA and CBAP Application Process](#) documents.

Step 1 - Log into your IIBA Account

[Login](#) with your IIBA credentials or [create an account](#).

Step 2 – Pay Application Fee

From the *Certification Summary Page*, select your certification and pay the application fee.

Note: the application fee is non-refundable and non-transferable. Once you pay, you will see the requirements and be able to complete your goals and track your progress.

Note: You can log your hours in the *BA Development Log* either before you pay the application fee or after, however you will not be able to see your progress on the *Certification Summary* page until you pay the application fee.

Step 3 - Log Your Hours in the BA Development Log

All hours must be entered into the *BA Development Log* to be included in your application. ECBA™ requires professional development hours to qualify, it does not require work history. CCBA® and CBAP® require professional development hours + work history hours to qualify.

ECBA™ Professional Development activities must align with the *BABOK® Guide v3.0* and have a minimum of **21 hours** of activity within the last 4 years in any of the following categories:

- Classroom courses (IIBA® Education Endorsed Provider, “EEP” courses, other training providers courses)
- Chapter events (presentations, workshops, conference days)
- Chapter study groups
- Conferences (keynotes, track sessions, tutorials, workshops)
- Self-directed learning (reading/studying the *BABOK® Guide v3.0*, archived webinars)
- Online courses (IIBA® Education Endorsed Provider courses, other training providers courses, live webinars)

CCBA® Professional Development: Must have a minimum of **21 hours** within the last 4 years.

CBAP® Professional Development: Must have a minimum of **35 hours** within the last 4 years.

The course content must directly align with *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.

CCBA® Work History: Requires a minimum of **3,750 hours** (approx. 2-3 years of work) of business analysis work experience within the last 7 years that align with the BABOK® Guide. This includes a minimum of 900 hours each in each of 2 [Knowledge Areas](#) OR a minimum of 500 hours each in each of 4 [Knowledge Areas](#).

CBAP® Work History: Requires a minimum of **7,500 hours** (approx. 5+ years of work) of business analysis work experience within the last 10 years that align with the BABOK® Guide. This includes a minimum of 900 hours each in each of 4 [Knowledge Areas](#), for a total of at least 3,600 of the required 7,500 total.

CCBA® and CBAP® 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.

Step 4 – Complete and Submit Application

Complete your application. Once all your requirements (or goals) are met, you will be able to submit your application.

In order to complete the submission of your application, you will need to agree to both the [Terms and Conditions](#) and the [Code of Conduct](#).

After you submit your application, you will be notified via email if your application is “approved” or “approved pending audit.” The latter means your application is being audited. For more information on this, see the “Audits” section below.

Step 5 – Pay Exam Fee

Once your application is approved, you will receive an email confirming this. **You have 1 year from the date on your approval email to take your exam.** It is your responsibility to ensure you do not let your application lapse. If your application lapses, you will need to repay the application fee, re-verify that you meet the requirements, and pay the exam fee.

You may request for an application extension if you have an [extenuating circumstance](#).

Step 6 – Schedule and Take Exam

You can schedule your exam at any time. We recommend sooner than later to ensure you get your preferred date and time and, so you have time to take it again if you are not successful on your first attempt.

For exam process details including the scheduling process and identification (ID) requirements, see the [Exam Information](#) page. **You can take the exam up to 3 times within your 1-year application period at any time.** Once you've taken the exam 3 times, you must wait until your application expires, and reapply to take it again.

4.0 You May Also Like:

[The IIBA® Guide to Online Proctored Exams](#)

[Certification Fees](#)

[Cancellation and Reschedule Policy](#)

[Certification FAQs](#)

5.0 Audits

If your application is "approved pending audit", this means your application has been randomly selected for audit.

It is the applicant's responsibility to obtain and provide verification of any information in the application.

If your application audit is a pass, your application will be approved, and you will receive an email confirming your approval and instructing you to proceed to paying your exam fee.

If your audit does not pass, IIBA will provide further details on the reason via email and your application will not be approved. All fees paid will be forfeited. You may reapply after you have remedied the reasons for the audit not passing. You may also appeal the decision by contacting IIBA at certification@iiba.org.

6.0 Appeal Process

If an application audit fails, you have the right to appeal by sending an e-mail to certification@iiba.org.

IIBA will have up to 90 days to review the appeal and make a binding decision regarding the validity of your application. You may be contacted by IIBA for any further information and/or clarification necessary to validate information. A final decision will be emailed to you.

7.0 Suspending or Withdrawing Certification

IIBA reserves the right to revoke the ECBA™, CCBA®, or CBAP® certification at any time after review of a reported professional misconduct or for a misuse of the ECBA™, CCBA®, or CBAP® logo or trademarks.

IIBA also reserves the right to conduct random post-certification audits.

All fees paid shall be forfeited in the event of a revoked or suspended certification. Those certification recipients whose certification has been revoked will not be allowed to reapply for the ECBA™, CCBA®, or CBAP® for a period of time to be decided at the discretion of IIBA.