

IIBA® - AAC RECERTIFICATION PROCESS

This document illustrates how to enter recertification hours into the IIBA® system. Refer to the IIBA®-AAC Recertification Handbook for recertification requirements and information needed to maintain your designation.

To recertify for your designation, you must earn a minimum of **20 Continuing Development Units (CDUs)** every one-year from your Date of Certification and complete the following goals:

1. Earn a minimum of **20 Continuing Development Units**
2. Enter your hours into the **BA Development Log**
3. Pay recertification fee
4. Submit recertification application
5. Receive confirmation email from IIBA® – Congratulations! You are Recertified!

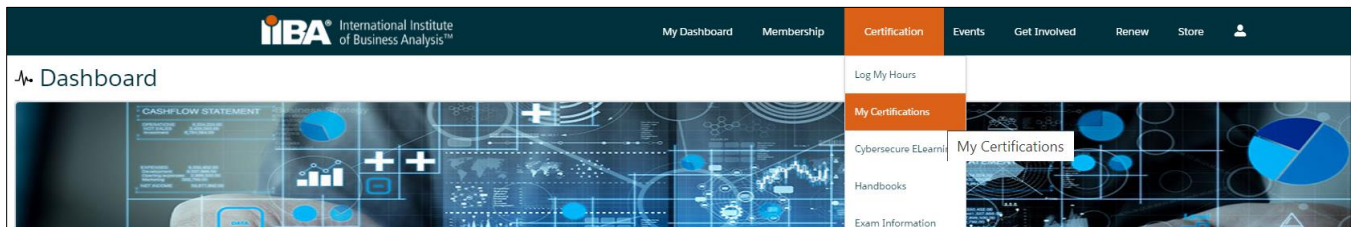
*The following will give you the information, step-by-step, on how to enter your recertification hours into the **BA Development Log**. The system will translate your hours into CDUs.*

1. Login to the IIBA® portal using your **IIBA credentials**



The screenshot shows the IIBA login interface. At the top is the IIBA logo and the text 'International Institute of Business Analysis™'. Below this are two input fields: 'Username' with a person icon and 'Password' with a lock icon. Below the password field is a 'Log in' button. There are also links for 'Forgot your password?' and 'Sign up here'. A note states: 'Your username is in the format of an email. If you have trouble accessing your account, contact info@iiba.org or call 1-866-789-4422'. A 'Cancel' link is at the bottom.

2. From the top of the page, select **Certification** and then from the drop-down menu select **My Certifications**.

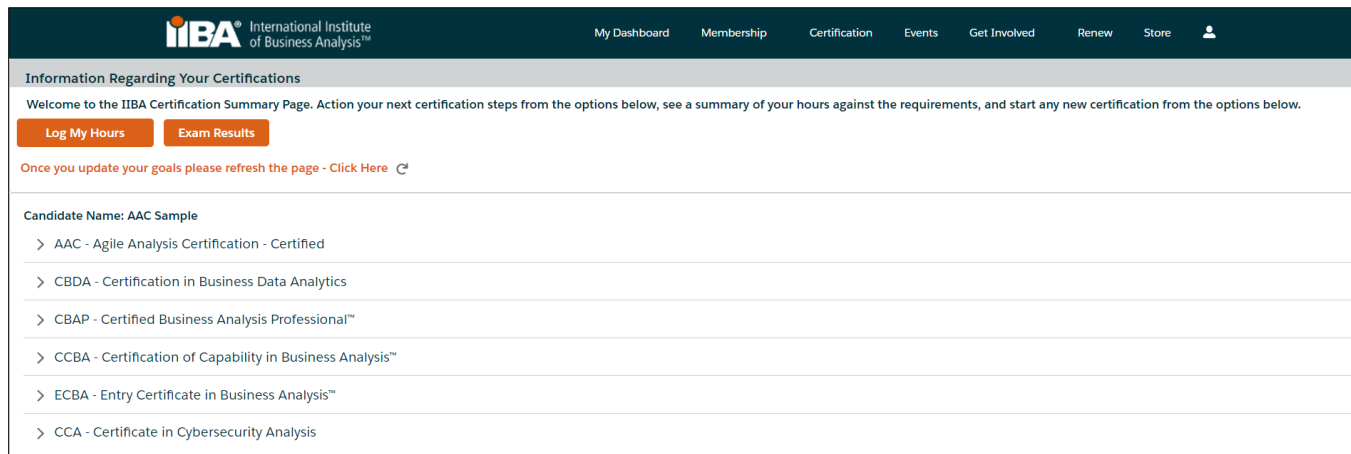


Before you Get Started:

Review the **IIBA®-AAC Recertification Handbook** by selecting **Log My Hours** and accessing the Handbook from the right side of the page. The Handbook outlines eligibility and other requirements for recertifying for IIBA®-AAC. Throughout this process, you will use the **Certification Summary Page** and the **BA Development Log** to meet your goals and log your hours.

3. The Certification Summary Page.

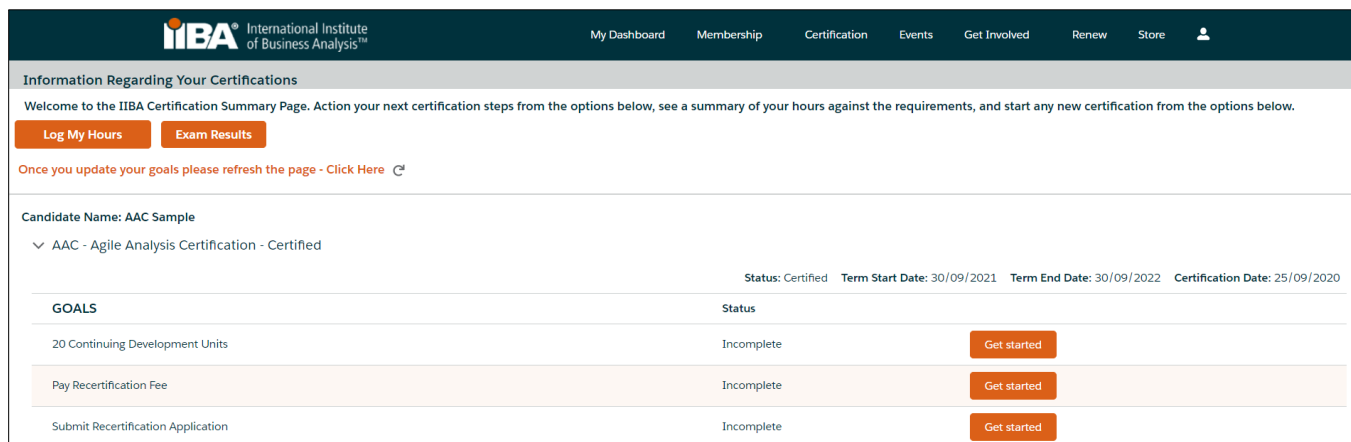
Use this page to select your goals and move forward with the process. To begin, select your certification, AAC to access your goals.



The screenshot shows the IIBA Certification Summary Page. At the top, there is a navigation bar with links for My Dashboard, Membership, Certification, Events, Get Involved, Renew, and Store. Below the navigation bar, there is a section titled "Information Regarding Your Certifications" with a welcome message and two buttons: "Log My Hours" and "Exam Results". A message below the buttons says "Once you update your goals please refresh the page - Click Here". Underneath, the candidate name is listed as "AAC Sample". A list of certifications is shown with expandable arrows: AAC - Agile Analysis Certification - Certified, CBDA - Certification in Business Data Analytics, CBAP - Certified Business Analysis Professional™, CCBA - Certification of Capability in Business Analysis™, ECBA - Entry Certificate in Business Analysis™, and CCA - Certificate in Cybersecurity Analysis.

Select the goal from where you want to start.

Select **Get Started** for the goal **60 Continuing Development Units** and begin to enter your hours. Or select **Get Started** and **Pay Recertification Fee**. Once the fee is paid, you will be able to track your progress and see the hours you have entered. **However**, you will not be able to see your progress until you have paid the recertification fee.



The screenshot shows the IIBA Certification Summary Page with a table of goals. The candidate name is "AAC Sample" and the AAC - Agile Analysis Certification is expanded. The table has columns for GOALS, Status, and a "Get started" button. The goals listed are "20 Continuing Development Units", "Pay Recertification Fee", and "Submit Recertification Application", all with a status of "Incomplete".

GOALS	Status	
20 Continuing Development Units	Incomplete	Get started
Pay Recertification Fee	Incomplete	Get started
Submit Recertification Application	Incomplete	Get started

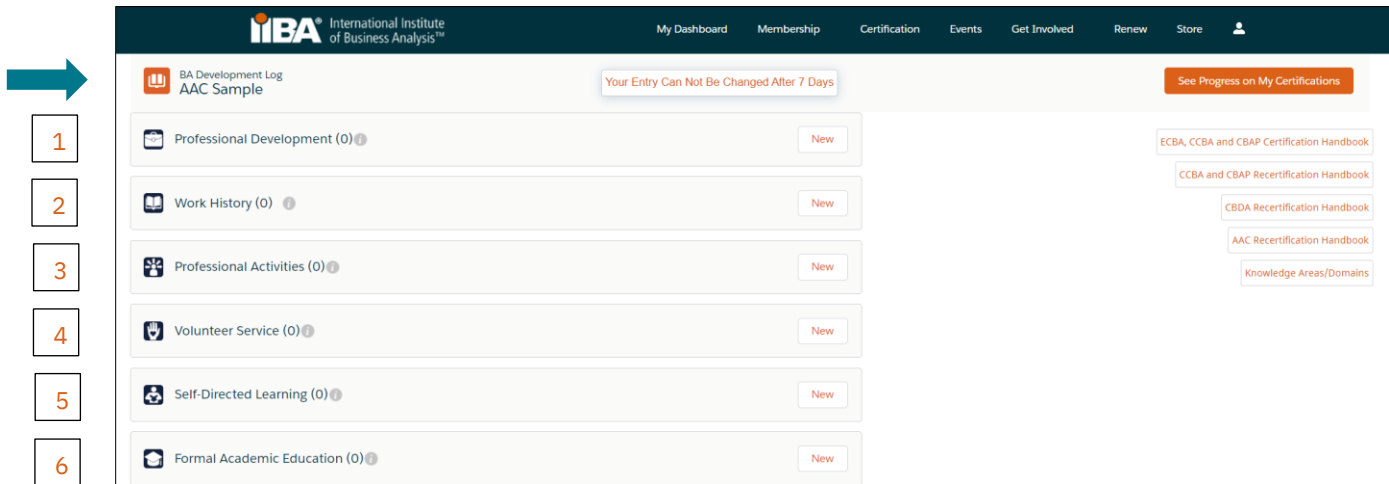
If you are in Suspended Status, refer to item #7 for instructions.

4. The BA Development Log.

Use the log to record your hours into any of the six categories. Your hours will roll up to the [Certification Summary Page](#) where you will see your progress. The system will translate your hours into CDUs. If you record more than the required 20 CDUs in your current one-year cycle, the system will apply up to 5 of your excess CDUs to your next one-year cycle.

CDUs must be earned within 2 main streams: **Learning** and **Applying** as stated in the IIBA®-AAC Recertification Handbook. Each of the categories below, is within a stream. You must have CDUs in **both streams** and you must earn a minimum of **10 CDUs in the Learning Stream every year**.

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 Recertification Application.



The screenshot shows the IIBA BA Development Log AAC Sample interface. On the left, a list of six categories is shown, numbered 1 to 6:

- Professional Development (0)
- Work History (0)
- Professional Activities (0)
- Volunteer Service (0)
- Self-Directed Learning (0)
- Formal Academic Education (0)

Each category has a 'New' button. On the right side of the interface, there are links to various handbooks and knowledge areas:

- ECBA, CCBA and CBAP Certification Handbook
- CCBA and CBAP Recertification Handbook
- CBDA Recertification Handbook
- AAC Recertification Handbook
- Knowledge Areas/Domains

Category 1: PROFESSIONAL DEVELOPMENT (Learning Stream)

Use this category to record your Professional Development hours for Endorsed Education Provider (EEP) educational activity, IIBA® Chapter meetings and events, other providers courses, seminars, workshops and events. Refer to the IIBA®-AAC Recertification Handbook for eligibility.

1 hour of contact time = 1 CDU and can be added to in increments of .25 hours.

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

- Classroom Course
- Chapter Event
- Chapter Study Group
- Conference Workshop
- Online Course

Select the record type, e.g. **Classroom Course** and select **Next**.

The screenshot shows a form titled "New Professional Development". Under the heading "Select a record type", there are several radio button options: Classroom Course (selected), Chapter Event, Chapter Study Group, Conference Workshop, ECBA Self Directed Learning, and Online Course. At the bottom right of the form, there are "Cancel" and "Next" buttons. A blue arrow points to the "Classroom Course" option, and another blue arrow points to the "Next" button.

Complete the Information and **Save**.

The screenshot shows a form titled "New Professional Development: Classroom Course". It contains several input fields: Activity Title, Organization Name, Description, Organization Website, Contact First Name, Contact Last Name, Contact Email, Contact Phone, Start Date, End Date, and Hours. Below these fields is a "Knowledge Area/Domain" section with two columns: "Available" and "Chosen". The "Available" column lists various knowledge areas such as Business Analysis Planning, Elicitation and Collaboratio..., Requirements Life Cycle Ma..., Strategy Analysis - KA4, Requirements Analysis & De..., Solution Evaluation - KA6, Business Analysis Knowledg..., Agile Mindset - KA8, Strategy Horizon - KA9, and Initiative Horizon - KA10. The "Chosen" column is currently empty. Below the knowledge area section is a "System Information" section with a dropdown menu for "BA Development Log" (set to "CBAP Sample") and a dropdown for "What resources did you use to prepare?" (set to "--None--"). At the bottom right, there are "Cancel", "Save & New", and "Save" buttons. A blue arrow points to the "Available" list, and another blue arrow points to the "Save" button.

Select a Knowledge Area (KA) from the “Available” field and use the arrow to move it to the “Chosen” field.

Select as many KAs as pertain to your work activity including any, or all, of the ones for Agile:

- ✓ Agile Mindset
- ✓ Strategy Horizon
- ✓ Initiative Horizon
- ✓ Delivery Horizon

The hours will show in your **BA Development Log** and will show as **CDUs Earned** on the **Certification Summary Page**. Select **See Progress on My Certifications** for the **Certification Summary Page** where the system tracks:

- CDUs Earned
- CDUs Max Allowed
- CDUs Met

To add more entries to the Professional Development category, select **New** and select the record type you wish to record.

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

BA Development Log

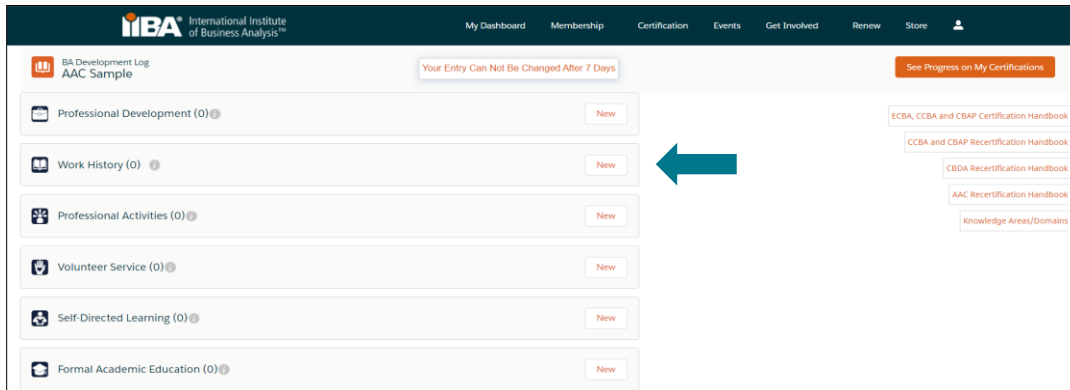
Certification Summary Page

RECERTIFICATION REQUIREMENTS	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	Met
Learning Stream (Minimum 10CDUs required)				
Professional Development:	7	10	7	
Formal Academic Education:	0	10	0	
Self-Directed Learning:	0	5	0	
Learning Stream Total	7	Unlimited	7	
Applying Stream				
Work History:	0	10	0	
Professional Activities (CDUs):	0	10	0	
Volunteer Service:	0	10	0	
Applying Stream Total	0	10		
Transferred CDUs:				
Total	7		Less than 20	
Transfer of CDUs per cycle:		5		

Category 2: WORK HISTORY (Professional Experience) (Applying Stream)

This category is where you record your professional experience. Use this category to record your hours of business analysis work experience. 1000 hours = 5 CDUs.

Select Work History and **New**.



See Handbook for requirements

Complete the Information and **Save**.

The 'New Work History' form is divided into two main sections: 'Information' and 'Work Hours'. The 'Information' section includes fields for:

- Work History (dropdown menu with 'AAC Sample' selected)
- Organization Name
- Organization Website
- Work Description (text area)
- Start Date and End Date (calendar pickers)
- CDU Audit (checkbox)
- Contact First Name and Contact Last Name
- Contact Email and Contact Phone

 The 'Work Hours' section includes:

- Six input fields for 'Work History 1 (hrs)' through 'Work History 6 (hrs)'.
- Six dropdown menus for 'WH Knowledge Area 1' through 'WH Knowledge Area 6', each with a search box.

 At the bottom, there are three buttons: 'Cancel', 'Save & New', and 'Save'. A blue arrow points to the 'Save' button.

Select KAs that apply to Agile Analysis:

- ✓ Agile Mindset
- ✓ Strategy Horizon
- ✓ Initiative Horizon
- ✓ Delivery Horizon

The hours will show in your **BA Development Log**.

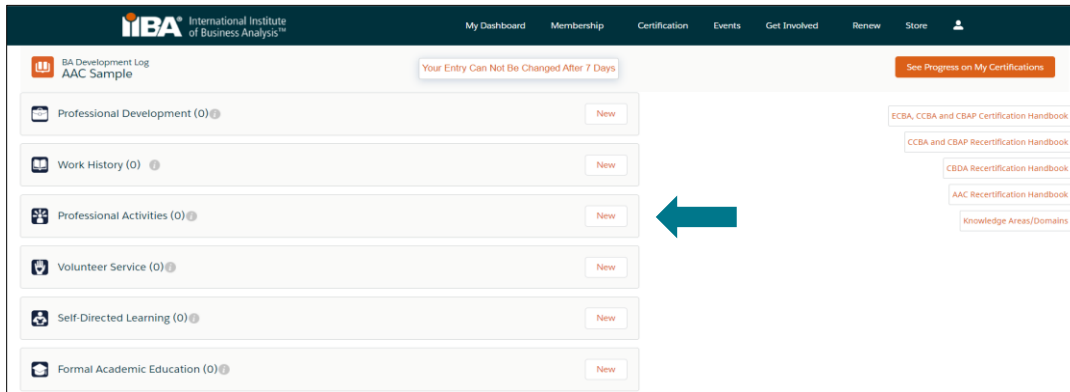
The CDUs will roll up on the **Certification Summary Page** and show under CDUs Earned.

RECERTIFICATION REQUIREMENTS				Met
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	
Learning Stream (Minimum 10CDUs required)				
Professional Development:	7	10	7	
Formal Academic Education:	0	10	0	
Self-Directed Learning:	0	5	0	
Learning Stream Total	7	Unlimited	7	
Applying Stream				
Work History:	3.75	10	3.75	
Professional Activities (CDUs):	0	10	0	
Volunteer Service:	0	10	0	
Applying Stream Total	3.75	10	3.75	
Transferred CDUs:				
Total	10.75		Less than 20	
Transfer of CDUs per cycle:		5		

Category 3: PROFESSIONAL ACTIVITIES (Applying Stream)

Use this category to record your professional activities hours.

Select Professional Activities and **New**.



See Handbook for requirements

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 KAs as pertain to your work activity including any, or all, of the ones for Agile:

- ✓ Agile Mindset
- ✓ Strategy Horizon
- ✓ Initiative Horizon
- ✓ Delivery Horizon

The hours will show in your **BA Development Log**.

Your Entry Can Not Be Changed After 7 Days

Professional Activities (1) New			
Activity Title	CDUs	Start Date	End Date
Conference	10.00	20/12/2021	20/12/2021 ▼
View All			

The CDUs will roll up on the **Certification Summary Page** and show under CDUs Earned.

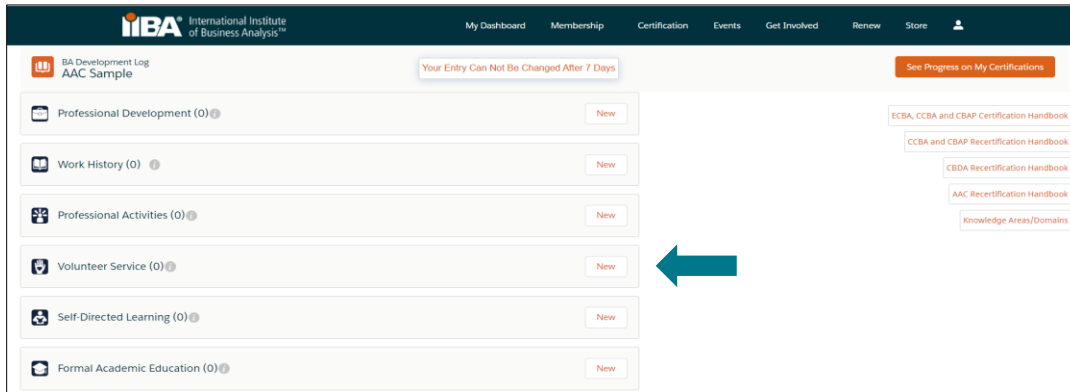
At any time when the CDU maximum allowance is met, a checkmark will appear under the Met column.

RECERTIFICATION REQUIREMENTS				Met
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	
Learning Stream (Minimum 10CDUs required)				
Professional Development:	7	10	7	
Formal Academic Education:	0	10	0	
Self-Directed Learning:	0	5	0	
Learning Stream Total	7	Unlimited	7	
Applying Stream				
Work History:	3.75	10	3.75	
Professional Activities (CDUs):	10	10	10	
Volunteer Service:	0	10	0	
Applying Stream Total	13.75	10	10	
Transferred CDUs:				
Total	20.75		Less than 20	
Transfer of CDUs per cycle:		5		

Category 4: VOLUNTEER SERVICE (Applying Stream)

Use this category to record your volunteer hours.

Select Volunteer Service and **New**.



See Handbook for requirements

Complete the Information and **Save**.

New Volunteer Service

Information

Volunteer Service

* Activity Title
IIBA Committee

Description

* Hours
15.00

* Organization Name
IIBA

Organization Website

* Contact First Name
Ella

* Contact Last Name
White

Contact Phone

* Contact Email
ew@mail.com

* Start Date
03/01/2022

* End Date
28/01/2022

* BA Development Log
AAC Sample

* Knowledge Area Domain

Available	Chosen
Business Analysis Planning ...	Agile Mindset - KAB
Elicitation and Collaboratio...	Strategy Horizon - KA9
Requirements Life Cycle Ma...	Initiative Horizon - KA10

Cancel Save & New Save

Select a Knowledge Area (KA) from the “Available” field and use the arrow to move it to the “Chosen” field.

Select as many KAs as pertain to your work activity including any, or all, of the ones for Agile:

- ✓ Agile Mindset
- ✓ Strategy Horizon
- ✓ Initiative Horizon
- ✓ Delivery Horizon

The hours will show in your [BA Development Log](#).

Your Entry Can Not Be Changed After 7 Days

Activity Title	Organization Name	Hours	Start Date
IIBA Committee	IIBA	15.00	03/01/2022

[View All](#)

The CDUs will roll up on the [Certification Summary Page](#) and show under CDUs Earned.

At any time when the CDU maximum allowance is met, a checkmark will appear under the Met column.

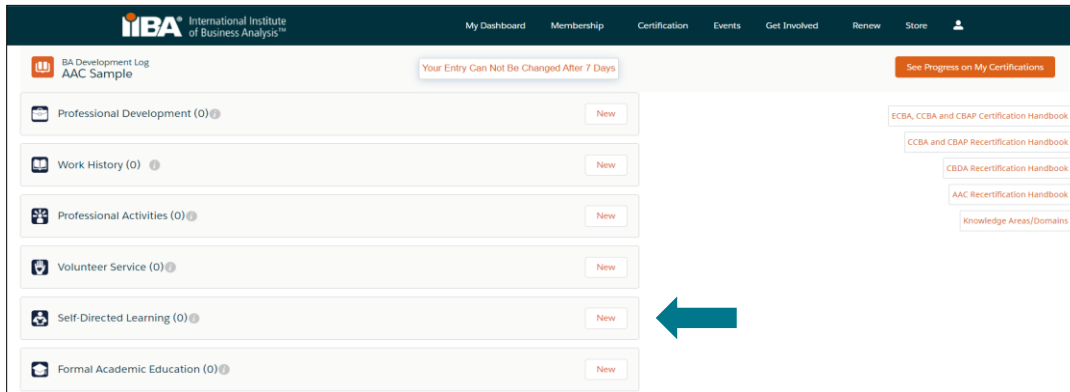
RECERTIFICATION REQUIREMENTS				Met
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	
Learning Stream (Minimum 10CDUs required)				
Professional Development:	7	10	7	
Formal Academic Education:	0	10	0	
Self-Directed Learning:	0	5	0	
Learning Stream Total	7	Unlimited	7	
Applying Stream				
Work History:	3.75	10	3.75	
Professional Activities (CDUs):	10	10	10	✓
Volunteer Service:	15	10	10	✓
Applying Stream Total	28.75	10	10	
Transferred CDUs:				
Total	35.75		Less than 20	
Transfer of CDUs per cycle:		5		



Category 5: SELF-DIRECTED LEARNING (Learning Stream)

Use this category to record your self-directed learning hours.

Select Self-Directed Learning and **New**.



See Handbook for requirements

Complete the Information and **Save**.

New Self-Directed Learning

Information

Self-Directed Learning Name

* Title
Agile and Scrum Practices

Description

* Start Date
08/11/2021

* End Date
30/11/2021

* Hours
8.00

* Knowledge Areas/Domains

Available	Chosen
Business Analysis Knowledg...	Agile Mindset - KAB
Strategy Horizon - KA9	Delivery Horizon - KA11
Initiative Horizon - KA10	
Identify Research Questions...	
Source Data - KA13	
Analyze Data - KA14	
Interpret and Report Result...	
Use Results to Influence Bu...	
Guide Company-level Strate...	
Cybersecurity Overview and...	

* BA Development Log
AAC Sample

Cancel Save & New Save

Select a Knowledge Area (KA) from the “Available” field and use the arrow to move it to the “Chosen” field.

Select as many KAs as pertain to your work activity including any, or all, of the ones for Agile:

- ✓ Agile Mindset
- ✓ Strategy Horizon
- ✓ Initiative Horizon
- ✓ Delivery Horizon

The hours will show in your [BA Development Log](#).

Your Entry Can Not Be Changed After 7 Days

Self-Directed Learning (1) New			
Title	Hours	Start Date	End Date
Agile and Scrum Prac...	8.00	08/11/2021	30/11/2021
View All			

The CDUs will roll up on the [Certification Summary Page](#) and show under CDUs Earned.

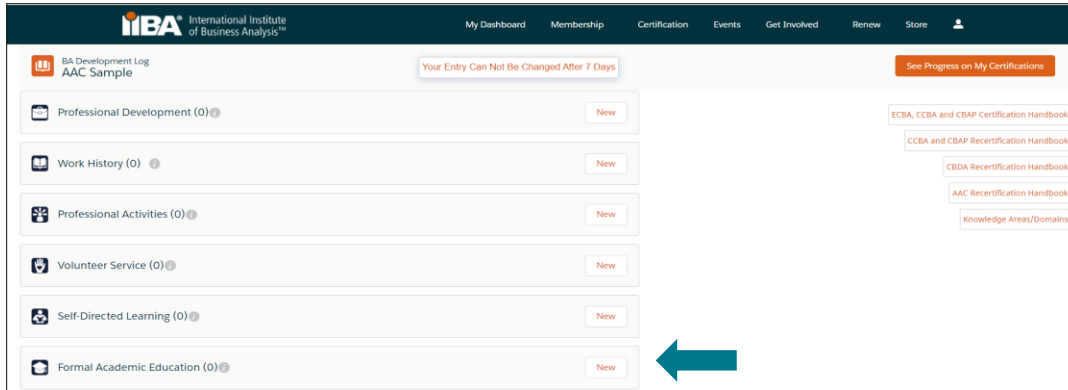
At any time when the CDU maximum allowance is met, a checkmark will appear under the Met column. When 20 CDUs have been recorded, a checkmark appears under the CDUs Met column.

RECERTIFICATION REQUIREMENTS				Met
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	
Learning Stream (Minimum 10CDUs required)				
Professional Development:	7	10	7	
Formal Academic Education:	0	10	0	
Self-Directed Learning:	8	5	5	✓
Learning Stream Total	15	Unlimited	12	
Applying Stream				
Work History:	3.75	10	3.75	
Professional Activities (CDUs):	10	10	10	✓
Volunteer Service:	15	10	10	✓
Applying Stream Total	28.75	10	10	
Transferred CDUs:				
Total	43.75		20	✓
Transfer of CDUs per cycle:	5	5		

Category 6: FORMAL ACADEMIC EDUCATION (Learning Stream)

Use this category to record formal academic course hours.

Select Formal Academic Education and **New**.



Complete the Information and **Save**.

New Formal Academic Education

Information

Formal Academic Education

* School/Institution

* Course Title

Description

* Course Hours ?

* Start Date

* End Date

* Contact First Name

* Contact Last Name

Contact Phone

School/Institution Website

* Contact Email

* BA Development Log

Knowledge Area/Domain ?

Available	Chosen
Business Analysis Knowledgeg...	Agile Mindset - KAS
Initiative Horizon - KA10	Strategy Horizon - KA9

Select a Knowledge Area (KA) from the “Available” field and use the arrow to move it to the “Chosen” field.

Select as many KAs as pertain to your work activity including any, or all, of the ones for Agile:

- ✓ Agile Mindset
- ✓ Strategy Horizon
- ✓ Initiative Horizon
- ✓ Delivery Horizon

The hours will show in your [BA Development Log](#).

Your Entry Can Not Be Changed After 7 Days

Formal Academic Education (1) New			
Course Title	School/Institution	Course Hours	Start Date
Agile Intermediate	York University	30.00	03/01/2022
View All			

The CDUs will roll up on the [Certification Summary Page](#) and show under CDUs Earned.

At any time when the CDU maximum allowance is met, a checkmark will appear under the Met column. When 20 CDUs have been recorded, a checkmark appears under the CDUs Met column.

NOTE: In this example, 5 additional CDUs were earned in the recertification cycle and were automatically carried over to the next year's cycle.

RECERTIFICATION REQUIREMENTS				Met
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	
Learning Stream (Minimum 10CDUs required)				
Professional Development:	17	10	10	✓
Formal Academic Education:	10	10	10	✓
Self-Directed Learning:	8	5	5	✓
Learning Stream Total	35	Unlimited	25	
Applying Stream				
Work History:	3.75	10	3.75	
Professional Activities (CDUs):	10	10	10	✓
Volunteer Service:	15	10	10	✓
Applying Stream Total	28.75	10	10	
Transferred CDUs:				
Total	63.75		20	✓
Transfer of CDUs per cycle:	5	5		

5. Pay Recertification Fee

If this step has not yet been completed, select **Get Started** to Pay Recertification Fee. In this example, the 20 CDUs have been met and a checkmark appears.

The screenshot shows the 'Information Regarding Your Certifications' page. At the top, there are navigation links: My Dashboard, Membership, Certification, Events, Get Involved, Renew, Store, and a user profile icon. Below the navigation is a header with the IIBA logo and name. The main content area is titled 'Information Regarding Your Certifications' and includes a welcome message and two buttons: 'Log My Hours' and 'Exam Results'. A link says 'Once you update your goals please refresh the page - Click Here'. Below this, the candidate name is 'AAC Sample'. A dropdown menu is open showing 'AAC - Agile Analysis Certification - Certified'. To the right of this, the status is 'Certified', 'Term Start Date: 30/09/2021', 'Term End Date: 30/09/2022', and 'Certification Date: 25/09/2020'. A table follows with columns 'GOALS' and 'Status'. The first row is '20 Continuing Development Units' with status 'Complete' and a green checkmark. The second row is 'Pay Recertification Fee' with status 'Incomplete' and a 'Get started' button. A blue arrow points to this button. The third row is 'Submit Recertification Application' with status 'Incomplete' and a 'Get started' button.

GOALS	Status
20 Continuing Development Units	Complete
Pay Recertification Fee	Incomplete Get started
Submit Recertification Application	Incomplete Get started

Proceed to check out and provide payment. Once payment is received, a **Payment Successful** box will appear from where you can **View Receipt** and navigate to other areas in the IIBA[®] portal.

The screenshot shows a 'Payment Successful' confirmation page. At the top, there are navigation links: My Dashboard, Membership, Certification, Events, Get Involved, Renew, Store, and a user profile icon. Below the navigation is the IIBA logo and name. The main content area features a large green checkmark, the text 'Payment Successful', and 'Your payment of USD 56.50 was successfully completed.' Below this is a 'View Receipt' button. At the bottom, there are three buttons: 'Go to My Profile', 'IIBA Membership', and 'Access My Certifications'.

6. Submit Recertification Application

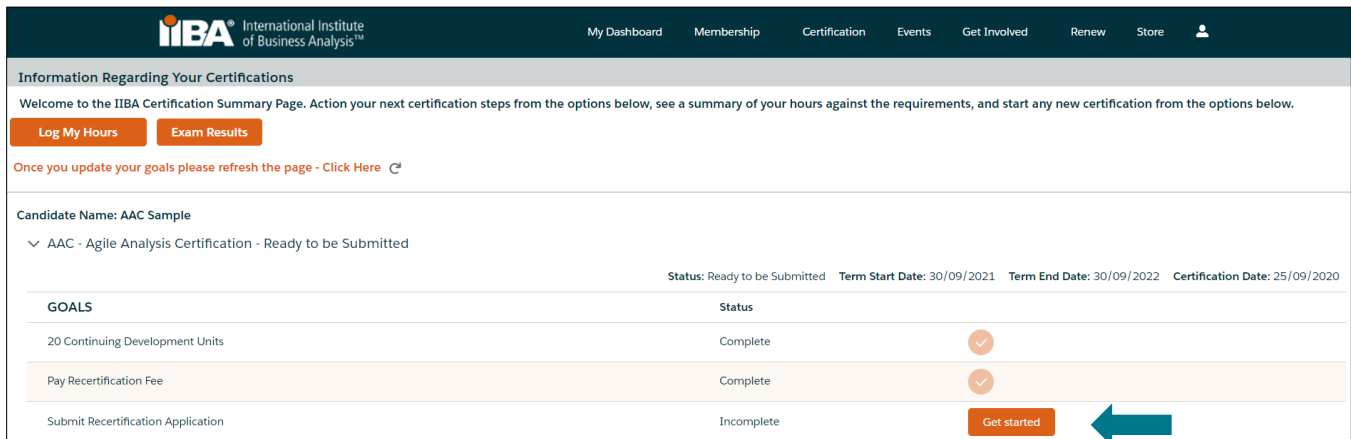
Once the recertification fee has been paid, the CDUs are ready to be submitted.

BA Development Log.

The screenshot shows the 'Information Regarding Your Certifications' page. At the top, there are navigation links: My Dashboard, Membership, Certification, Events, Get Involved, Renew, Store, and a user profile icon. Below the navigation is the IIBA logo and name. The main content area is titled 'Information Regarding Your Certifications' and includes a welcome message and two buttons: 'Log My Hours' and 'Exam Results'. A link says 'Once you update your goals please refresh the page - Click Here'. Below this, the candidate name is 'AAC Sample'. A dropdown menu is open showing 'AAC - Agile Analysis Certification - Ready to be Submitted'. A blue arrow points to this text.

Submit your recertification application by selecting **Get started**.

Certification Summary Page



Information Regarding Your Certifications

Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below, see a summary of your hours against the requirements, and start any new certification from the options below.




[Log My Hours](#) [Exam Results](#)

Once you update your goals please refresh the page - [Click Here](#)

Candidate Name: AAC Sample

▼ AAC - Agile Analysis Certification - Ready to be Submitted

Status: Ready to be Submitted Term Start Date: 30/09/2021 Term End Date: 30/09/2022 Certification Date: 25/09/2020

GOALS	Status
20 Continuing Development Units	Complete 
Pay Recertification Fee	Complete 
Submit Recertification Application	Incomplete Get started 

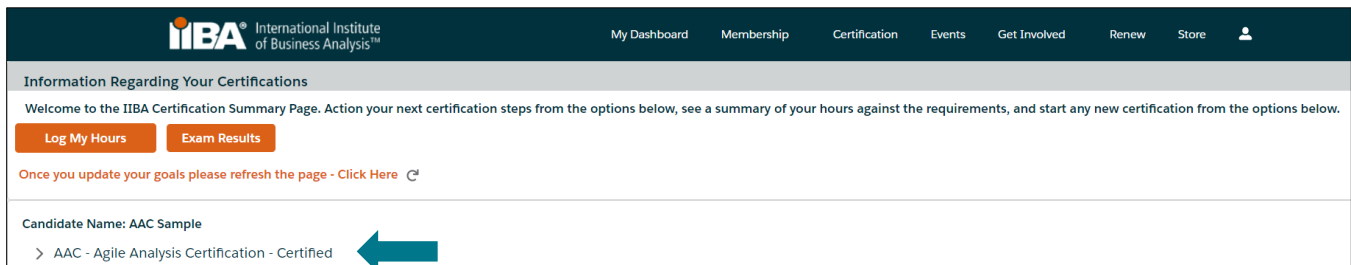
Upon submission, you will be asked to read and agree to the **Attestations:**

- Code of Conduct
- Terms and Conditions

You will be asked if you want to be included in the Certification Registry.

Refer to the **AAC Recertification Handbook** for recertification requirements and information needed to maintain your designation and for information about the recertification audit process.

Complete and **SUBMIT** the form. The system will check for accuracy and / or perform a random audit. Upon completion of all necessary steps, the system will recertify you for a new **one-year cycle** and update your status to **CERTIFIED**.




Information Regarding Your Certifications

Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below, see a summary of your hours against the requirements, and start any new certification from the options below.

[Log My Hours](#) [Exam Results](#)

Once you update your goals please refresh the page - [Click Here](#)

Candidate Name: AAC Sample

> AAC - Agile Analysis Certification - Certified 

7. Suspended Status

Recipients who **do not** satisfy the recertification requirements will automatically be placed in suspended status. If you are in suspended status, you will have four months from the certification expiration date to log your CDUs, pay the appropriate fee and agree to specific terms. Any CDUs earned during the suspension period and applied to the suspended recertification effort must be applied to the current cycle, which is under suspended status.

To enter CDUs under Suspended Status, login to the IIBA® portal using your [IIBA credentials](#) and navigate to the [BA Development Log](#).

Select the CDU Activity category and complete the information, making special note of the following:

1. In the **Activity Title** field, enter the name of the activity and, in brackets, enter the actual start date and the end date of the activity that was earned after the current term.
2. In the **Start Date** field, enter a date that is at minimum the day **before** the last day of the term.
3. In the “**End Date**” field, enter the activity end date.

Example:

If the term is January 2, 2019 to January 2, 2020 and the recipient is entering CDUs obtained from April 4, 2020 to April 5, 2020.

Activity Title: Activity xxx (April 4, 2020 to April 5, 2020)

Start Date: January 1, 2020

End Date: April 5, 2020.

The recertification date of the recipient’s next one-year cycle **remains the same** regardless of whether the recipient went into suspended status (i.e. the suspension period overlaps the first four months of the next one-year cycle.) Any CDUs earned during the suspension period and applied to the suspended recertification effort **may not be applied** to the next one-year cycle. They must be applied to the current cycle, which is under suspended status.

Recipients who do not meet their CDU requirements within the suspension period will **lose their designation**. Individuals who lose their designation will be required to re-apply for certification (including taking the exam) to regain their credential.