

IIBA®-CBAP Recertification Process Guide

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1.0 Introduction

Credential holders maintaining the Certified Business Analysis Professional (CBAP®) designation have access to two helpful resources for the recertification process:

	The CBAP Recertification Handbook	The CBAP Recertification Process Guide (this document)
Purpose	Provides program overview, policies, requirements, and categories under which hours can be recorded.	Provides step-by-step guidance on how to enter activities into the BA Development Log and submit the recertification application.

As a credential holder, you are:

- Required to read the [CBAP Recertification Handbook](#) in its entirety
- Encouraged to refer to this CBAP Recertification Process Guide throughout the recertification process

To recertify, credential holders must earn a **minimum of 60 Continuing Development Units (CDUs) during each 3-year cycle**. The five steps of certification maintenance are:

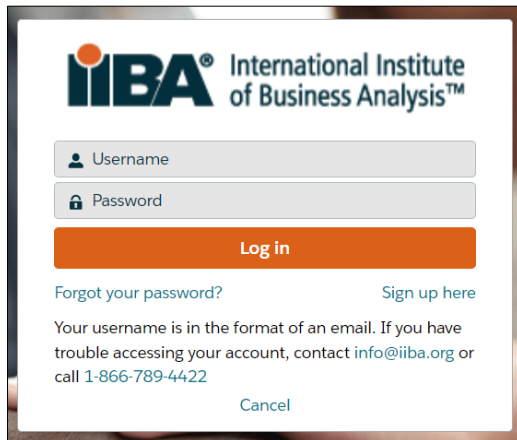
1. Earn a minimum of **60 Continuing Development Units**
2. Enter hours into the **BA Development Log**
3. Pay recertification fee
4. Submit recertification application
5. Receive confirmation email from IIBA – Congratulations! You are Recertified!

2.0 Enter Your CDUs

1. Login to Your IIBA Account

[Login](#) with your IIBA credentials.

Note: If you are in **Suspended status**, refer to section **5.0 Suspended Status** for an important overview before completing these steps.

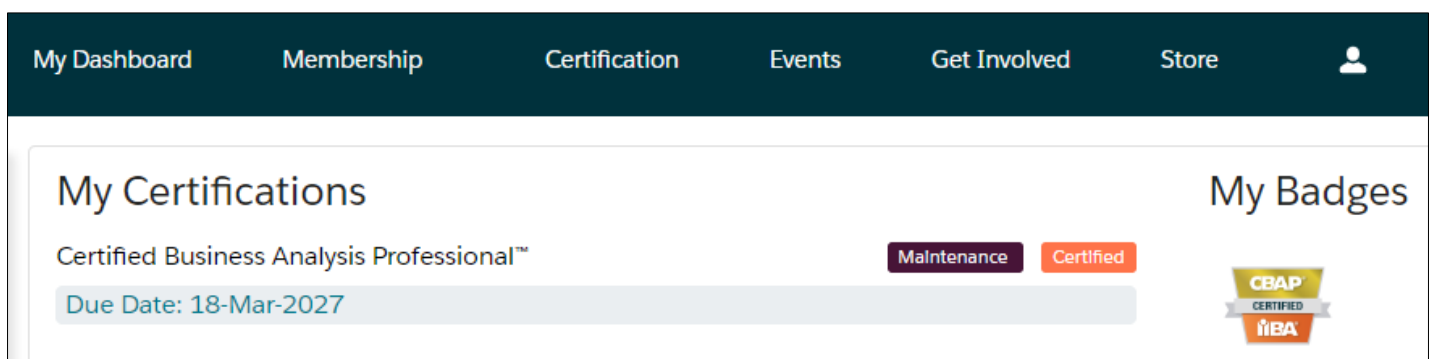


The screenshot shows the IIBA login interface. At the top left is the IIBA logo and the text "International Institute of Business Analysis™". Below this are two input fields: "Username" with a person icon and "Password" with a lock icon. An orange "Log in" button is positioned below the password field. Underneath the button are two links: "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. Access the Certification Summary Page

After logging in, click on your name in the top menu bar and click on **My Dashboard**.

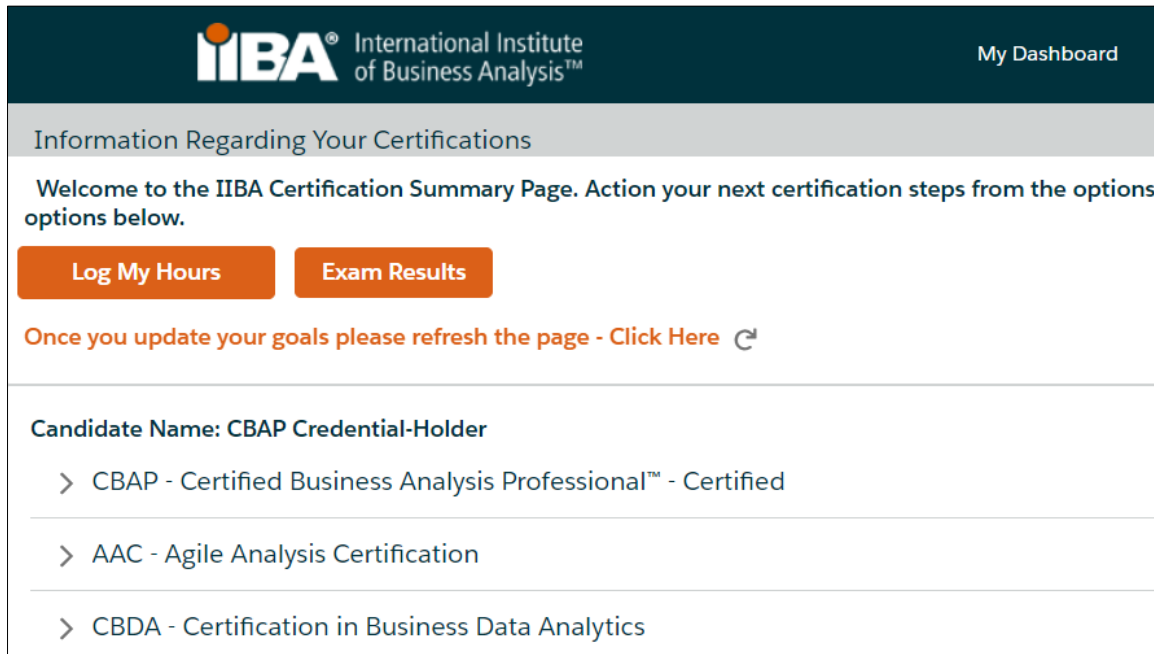
You will see the maintenance due date for your CBAP.



The screenshot shows the "My Dashboard" page. The top navigation bar includes "My Dashboard", "Membership", "Certification", "Events", "Get Involved", "Store", and a user profile icon. The main content area is titled "My Certifications" and "My Badges". Under "My Certifications", it displays "Certified Business Analysis Professional™" with two buttons: "Maintenance" (dark purple) and "Certified" (orange). Below this, a light blue box shows "Due Date: 18-Mar-2027". To the right, under "My Badges", there is a "CBAP CERTIFIED IIBA" badge.

Click on **Maintenance**.

This will take you to the [Certification Summary Page](#). Select **CBAP** to get started.



IIBA International Institute of Business Analysis™ My Dashboard

Information Regarding Your Certifications

Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below.

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

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

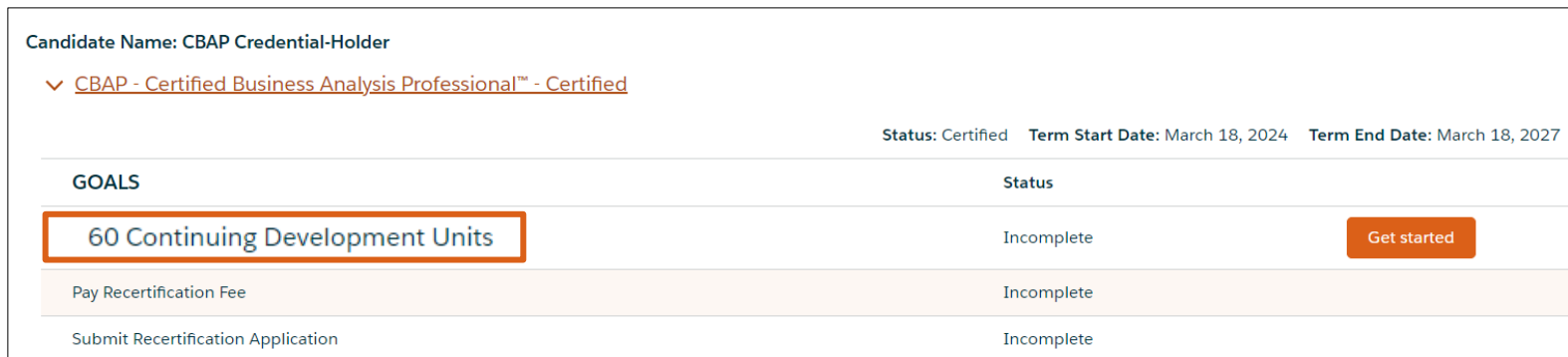
Candidate Name: CBAP Credential-Holder

- > CBAP - Certified Business Analysis Professional™ - Certified
- > AAC - Agile Analysis Certification
- > CBDA - Certification in Business Data Analytics

A list of goals and certification maintenance requirements appears.

As you work to complete your application, this screen will update to monitor your progress.

The system will translate your hours into CDUs.



Candidate Name: CBAP Credential-Holder

▼ [CBAP - Certified Business Analysis Professional™ - Certified](#)

Status: Certified Term Start Date: March 18, 2024 Term End Date: March 18, 2027

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

RECERTIFICATION REQUIREMENTS				Met
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	
Professional Development:	0	30	0	
Formal Academic Education:	0	30	0	
Self-Directed Learning:	0	15	0	
Work History:	0	25	0	
Professional Activities (CDUs):	0	30	0	
Volunteer Service:	0	30	0	
Transferred CDUs:				
Total	0		Less than 60	
Transfer of CDUs per cycle:		20		

60 Continuing Education Units (CDUs) are required **every 3 years**.

Credential holders may achieve CDUs in any combination of categories. They are not required to record CDUs in all categories but must record CDUs in more than one category and adhere to category maximums.

Category	Category Maximum	Category	Category Maximum
▪ Professional Development	30 CDUs	▪ Work History	25 CDUs
▪ Formal Academic Education	30 CDUs	▪ Professional Activities	30 CDUs
▪ Self-Directed Learning	15 CDUs	▪ Volunteer Service	30 CDUs

For credential holders who record more than 60 CDUs in the final year of their current 3-year cycle, **up to 20 CDUs will be transferred** to the next 3-year cycle.

Refer to the [CBAP Recertification Handbook](#) for complete information about qualifying activities and CDU values within each Continuing Development category.

3. Enter 60 Continuing Development Units

Let’s imagine that you have completed these activities, all aligned with the [BABOK Guide](#):

Activity	Category
Completed a 10-hour online course	Professional Development
Contributed to a 1,000-hour project at work	Work History
Member of a panel discussion at an IIBA Conference	Professional Activities
Volunteered for 18 hours on IIBA Editorial Committee	Volunteer Service
Spent 7 hours reading articles in the IIBA Knowledge Hub	Self-Directed Learning
Completed a 15-credit college course	Formal Education


Let’s enter each of these activities in your **BA Development Log**.

In your Goals list, click **Get Started** to begin entering your 60 CDUs.

GOALS	Status
60 Continuing Development Units	Incomplete Get started

The BA Development Log is shown on your screen and displays what you entered for your initial certification.

Note that entries cannot be changed after 7 days. Make changes prior to the 7th day or complete the entries just before you submit your application.

 BA Development Log
CBAP Credential-Holder

Before you log your hours, read the applicable handbook to determine the requirements for each category.
Create your entry **ONLY** after you have completed the activity so it can be counted towards your certification. Note that entries are locked after 7 days

Professional Development (1)			
PD Number	Activity Type	Hours	Start Date
PD-221811	Online Course	36.00	05/06/2023

Work History (1)			
WH Number	Organization Name	Total Working Hours	Start Date
WH-184724	Advanced BA Services	7,600.00	02/02/2015

Professional Activities (0)			
-----------------------------	--	--	--


Volunteer Service (0)			
-----------------------	--	--	--

Self-Directed Learning (0)			
----------------------------	--	--	--


Formal Academic Education (0)			
-------------------------------	--	--	--

Enter Professional Development

On the Professional Development category click **New**.

 BA Development Log
CBAP Credential-Holder

Before you log your hours, read the applicable handbook to determine the requirements for each category.
Create your entry **ONLY** after you have completed the activity so it can be counted towards your certification. **Note that entries are locked after 7 days**

 Professional Development (1)
New

PD Number	Activity Type	Hours	Start Date
PD-221811	Online Course	36.00	05/06/2023

[View All](#)

Select **Online Course** and click **Next** to enter the course you completed.

New Professional Development

Select a record type

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

Cancel

Next

Complete the required fields. Enter 10 hours and select the relevant domain(s). Click **Save**.

New Professional Development: Online Course

* = Required Information

Training completed through Endorsed and other providers and live webinars.

* Activity Title ↶

Virtual Elicitation and Collaboration

* Organization Name

BA PD

* Start Date ↶

01/04/2024 📅

Description

* End Date ↶

29/04/2024 📅

Organization Website

* Hours ↶

10.00

* Contact First Name ℹ

Awesome

* Knowledge Area/Domain ℹ ↶

Available

- Business Analysis Planning & Monitoring - KA1
- Requirements Life Cycle Management - KA3
- Strategy Analysis - KA4
- Requirements Analysis & Design Definition - KA5
- Solution Evaluation - KA6

▶

◀

Chosen

- Elicitation and Collaboration - KA2

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

* Contact Last Name ℹ

Instructor

* Contact Email ℹ

instructor@bapd.com

Cancel Save & New **Save**

KA/Domain Name	KA/Domain #
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

Your entry is saved in the Log.

Professional Development (2)		
PD-221828	Online Course	10.00

Select **See Progress on My Certifications** where the system tracks **CDUs Earned**, **CDUs Max Allowed**, and **CDUs Met**.

The screenshot shows the IIBA user dashboard. At the top, there is a navigation bar with links for 'My Dashboard', 'Membership', 'Certification', 'Events', 'Get Involved', and 'Store'. Below this, the user's profile is shown as 'BA Development Log' and 'CBAP Credential-Holder'. A prominent orange button labeled 'See Progress on My Certifications' is visible on the right side. A black arrow points to this button. Below the button, there is a section for 'Professional Development (2)' with a 'New' button. A note below states: 'Before you log your hours, read the applicable handbook to determine the requirements for each category. Create your entry ONLY after you have completed the activity so it can be counted towards your certification. Note that entries are locked after 7 days.'

Use the refresh link (upper left) to view your updated progress.

The screenshot shows the 'Information Regarding Your Certifications' page. It features a 'Log My Hours' button in orange. Below the button, there is a text prompt: 'Once you update your goals please refresh the page - Click Here' followed by a refresh icon. A black arrow points to the refresh link.

Then click on **CBAP**.

Progress on meeting the Requirements is shown.

RECERTIFICATION REQUIREMENTS			
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET
Professional Development:	10	30	10

Enter Work History

In your Goals list, click **Get Started** to continue entering your CDUs.

On the Work History category of your BA Development Log, click **New**.

 Work History (1)
New

Complete the required fields.

**Please ensure that each required field is filled in accurately and completely.
Inaccurate and/or incomplete information will be flagged upon audit.**

New Work History

* = Required Information

Record hours worked. See Certification & Recertification Handbooks for details.

Work History

* BA Development Log ⓘ

CBAP Credential-Holder
×

Information

* Organization Name ⓘ

Capability Consultants

Organization Website

Work Description

* Start Date ⓘ

03/06/2024
📅

* Contact First Name ⓘ

Managing

* Contact Email ⓘ

director@cc.com

* End Date ⓘ

20/12/2024
📅

* Contact Last Name ⓘ

Director

Contact Phone ⓘ

333-444-5555

Enter the 1,000 hours you worked, broken down by the relevant KAs. Click **Save**.

Work Hours


<div style="background-color: #ffffcc; padding: 5px; margin-bottom: 5px;"> <p>Work History 1 (hrs) ⓘ ↶</p> <input style="width: 90%;" type="text" value="100.00"/> </div> <div style="background-color: #ffffcc; padding: 5px; margin-bottom: 5px;"> <p>Work History 2 (hrs) ⓘ ↶</p> <input style="width: 90%;" type="text" value="150.00"/> </div> <div style="background-color: #ffffcc; padding: 5px; margin-bottom: 5px;"> <p>Work History 3 (hrs) ⓘ ↶</p> <input style="width: 90%;" type="text" value="225.00"/> </div> <div style="background-color: #ffffcc; padding: 5px; margin-bottom: 5px;"> <p>Work History 4 (hrs) ⓘ ↶</p> <input style="width: 90%;" type="text" value="200.00"/> </div> <div style="background-color: #ffffcc; padding: 5px; margin-bottom: 5px;"> <p>Work History 5 (hrs) ⓘ ↶</p> <input style="width: 90%;" type="text" value="125.00"/> </div> <div style="background-color: #ffffcc; padding: 5px;"> <p>Work History 6 (hrs) ⓘ ↶</p> <input style="width: 90%;" type="text" value="200.00"/> </div>	<div style="background-color: #ffffcc; padding: 5px; margin-bottom: 5px;"> <p>WH Knowledge Area 1 ⓘ ↶</p> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 2px;"> 📖 KA1 - Business Analysis Planning & Monitoring ⓘ </div> </div> <div style="background-color: #ffffcc; padding: 5px; margin-bottom: 5px;"> <p>WH Knowledge Area 2 ⓘ ↶</p> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 2px;"> 📖 KA2 - Elicitation and Collaboration (CORE) ⓘ </div> </div> <div style="background-color: #ffffcc; padding: 5px; margin-bottom: 5px;"> <p>WH Knowledge Area 3 ⓘ ↶</p> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 2px;"> 📖 KA3 - Requirements Life Cycle Management (C ⓘ </div> </div> <div style="background-color: #ffffcc; padding: 5px; margin-bottom: 5px;"> <p>WH Knowledge Area 4 ⓘ ↶</p> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 2px;"> 📖 KA4 - Strategy Analysis (CORE) ⓘ </div> </div> <div style="background-color: #ffffcc; padding: 5px; margin-bottom: 5px;"> <p>WH Knowledge Area 5 ⓘ ↶</p> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 2px;"> 📖 KA5 - Requirements Analysis & Design Definitio ⓘ </div> </div> <div style="background-color: #ffffcc; padding: 5px;"> <p>WH Knowledge Area 6 ⓘ ↶</p> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 2px;"> 📖 KA6 - Solution Evaluation (CORE) ⓘ </div> </div>
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Cancel
Save & New
Save

Your entry is saved in the Log.

📖 Work History (2)		
WH-184735	Capability Consultants	1,000.00

As described on [p. 9](#), select [See Progress on My Certifications](#)

Use the refresh link [Click Here](#) 

And click on **CBAP** to view your updated progress.

Progress on meeting the Requirements is shown.

As stated in the [CBAP Recertification Handbook](#):

200 hours of business analysis work experience = 1 CDU

Therefore, your 1,000 hours = 5 CDUs

RECERTIFICATION REQUIREMENTS	
REQUIREMENT NAME	CDUs EARNED
Professional Development:	10
Formal Academic Education:	0
Self-Directed Learning:	0
Work History:	5
Professional Activities (CDUs):	0
Volunteer Service:	0
Transferred CDUs:	
Total	15

Enter Professional Activities

In your Goals list, click **Get Started** to continue entering your CDUs.

On the Professional Activities category of your BA Development Log, click **New**.



Complete the required fields. **Select Panel Member/Moderator for Professional Activity Type.** Click **Save**.

New Professional Activities

Information

*** Activity Title** ↶

*** Organization Name** ↶

*** Professional Activity Type** ↶

Panel Member/Moderator at Conference, works...

Organization Website

Description

*** BA Development Log** ℹ

CBAP Credential-Holder ✕

*** Start Date** ↶

19/07/2024 📅

*** End Date** ↶

19/07/2024 📅

*** Contact First Name** ℹ ↶

*** Contact Last Name** ℹ ↶

*** Contact Email** ℹ ↶

Contact Phone

Knowledge Domain

*** Knowledge Area/Domain** ℹ ↶

Available

Business Analysis Planning & Monitoring - KA1
 Elicitation and Collaboration - KA2
 Strategy Analysis - KA4

▶
 ◀

Chosen

Requirements Life Cycle Management - KA3
 Requirements Analysis & Design Definition - KA5
 Solution Evaluation - KA6

Cancel
Save & New
Save

Your entry is saved in the Log.

Note that for moderating or serving on a conference panel, 5 CDUs are earned regardless of the clock time.

Professional Activities (1)	
PA Number	CDUs
PA-011984	5.00

As described on [p. 9](#), select [See Progress on My Certifications](#)

Use the refresh link [Click Here](#) ↻

And click on **CBAP** to view your updated progress.

Progress on meeting the Requirements is shown.

RECERTIFICATION REQUIREMENTS	
REQUIREMENT NAME	CDUs EARNED
Professional Development:	10
Formal Academic Education:	0
Self-Directed Learning:	0
Work History:	5
Professional Activities (CDUs):	5
Volunteer Service:	0
Transferred CDUs:	
Total	20

Enter Volunteer Service

In your Goals list, click **Get Started** to continue entering your CDUs.

On the Volunteer Service category of your BA Development Log, click **New**.



Complete the required fields and click **Save**.

New Volunteer Service

Information

* Activity Title ↶

Description

* Hours ❗

* Organization Name

Organization Website

* Contact First Name ❗

* Contact Last Name ❗

Contact Phone

* Contact Email ❗

* Start Date ❗ ↶
 📅

* End Date ❗ ↶
 📅

* BA Development Log ❗
 ✕

* Knowledge Area Domain ❗ ↶

Available	Chosen
Requirements Life Cycle Management - KA3	Business Analysis Planning & Monitoring - KA1
Solution Evaluation - KA6	Elicitation and Collaboration - KA2
Business Analysis Knowledge - KA7	Strategy Analysis - KA4
Agile Mindset - KA8	Requirements Analysis & Design Definition - KA5
Strategy Horizon - KA9	
Initiative Horizon - KA10	
Delivery Horizon - KA11	
Identify Research Questions - KA12	
Source Data - KA13	
Analyze Data - KA14	

Your entry is saved in the Log.

 Volunteer Service (1)		
VS Number	Organization Name	Hours
VS-009467	IIBA	18.00

As described on p. 9, select [See Progress on My Certifications](#)

Use the refresh link [Click Here](#) ↻

And click on **CBAP** to view your updated progress.

Progress on meeting the Requirements is shown.

RECERTIFICATION REQUIREMENTS	
REQUIREMENT NAME	CDUs EARNED
Professional Development:	10
Formal Academic Education:	0
Self-Directed Learning:	0
Work History:	5
Professional Activities (CDUs):	5
Volunteer Service:	18
Transferred CDUs:	
Total	38

Enter Self-Directed Learning

In your Goals list, click **Get Started** to continue entering your CDUs.

On the Self-Directed Learning category of your BA Development Log, click **New**.



Complete the required fields and click **Save**.

New Self-Directed Learning

Information

* Title ↶

Description ↶

* Start Date ↶

* End Date ↶

* Hours ↶

* Knowledge Areas/Domains ↶

<p>Available</p> <ul style="list-style-type: none"> Business Analysis Planning & Monitoring - KA1 Elicitation and Collaboration - KA2 Strategy Analysis - KA4 	▶ ◀	<p>Chosen</p> <ul style="list-style-type: none"> Requirements Life Cycle Management - KA3 Requirements Analysis & Design Definition - KA5
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Your entry is saved in the Log.

Self-Directed Learning (1)		
SDL Number	Title	Hours
SL-055991	Read Journal Articles	7.00

As described on p. 9, select [See Progress on My Certifications](#)

Use the refresh link [Click Here](#) ↻

And click on **CBAP** to view your updated progress.

Progress on meeting the Requirements is shown.

RECERTIFICATION REQUIREMENTS	
REQUIREMENT NAME	CDUs EARNED
Professional Development:	10
Formal Academic Education:	0
Self-Directed Learning:	7
Work History:	5
Professional Activities (CDUs):	5
Volunteer Service:	18
Transferred CDUs:	
Total	45

Enter Formal Academic Education

In your Goals list, click **Get Started** to continue entering your CDUs.

On the Formal Academic Education category of your BA Development Log, click **New**.

 Formal Academic Education (0)
New

Complete the required fields and click **Save**.


New Formal Academic Education

Information


<p>* School/Institution</p> <input type="text" value="College University"/>	<p>* Contact Email</p> <input type="text" value="professor@collegeu.edu"/>
<p>* Course Title</p> <input type="text" value="Big Data and Data Governance"/>	<p>* BA Development Log ⓘ</p> <input type="text" value="CBAP Credential-Holder"/>
<p>Description ⓘ</p> <input type="text"/>	<p>Knowledge Area/Domain ⓘ</p> <div style="display: flex;"> <div style="flex: 1;"> <p>Available</p> <ul style="list-style-type: none"> Business Analysis Knowledge - KA7 Agile Mindset - KA8 Strategy Horizon - KA9 Initiative Horizon - KA10 Delivery Horizon - KA11 Identify Research Questions - KA12 Guide Company-level Strategy for Business Anal... Cybersecurity Overview and Basic Concepts - KA... Enterprise Risk - KA19 (CCA) Cybersecurity Risks and Controls - KA20 (CCA) </div> <div style="flex: 1; border-left: 1px solid #ccc; padding-left: 5px;"> <p>Chosen</p> <ul style="list-style-type: none"> 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 Source Data - KA13 Analyze Data - KA14 Interpret and Report Results - KA15 Use Results to Influence Business Decision Making - .. </div> </div>
<p>* Course Hours ⓘ</p> <input type="text" value="45.00"/>	
<p>* Start Date ⓘ</p> <input type="text" value="17/08/2026"/>	
<p>* End Date ⓘ</p> <input type="text" value="07/12/2026"/>	
<p>* Contact First Name</p> <input type="text" value="Professional"/>	
<p>* Contact Last Name</p> <input type="text" value="Professor"/>	

Cancel
Save & New
Save

Your entry is saved in the Log.

 Formal Academic Education (1)			
FAE Number	Course Title	School/Institution	Course Hours
FA-014202	Big Data and Data Governance	College University	45.00

As described on p. 9, select [See Progress on My Certifications](#)


Use the refresh link [Click Here](#) 


And click on **CBAP** to view your updated progress.

Progress on meeting the Requirements is shown.

You have earned 60 CDUs.

A checkmark shows that the Goal of 60 Continuing Development Units is Complete!

GOALS	Status
60 Continuing Development Units	Complete 

RECERTIFICATION REQUIREMENTS			
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET
Professional Development:	10	30	10
Formal Academic Education:	15	30	15
Self-Directed Learning:	7	15	7
Work History:	5	25	5
Professional Activities (CDUs):	5	30	5
Volunteer Service:	18	30	18
Transferred CDUs:			
Total	60		60 

3.0 Pay the Recertification Fee


NOTE: The CBAP recertification fee is non-refundable and non-transferable.

In your Goals list, click **Get Started** to Pay Recertification Fee.

Candidate Name: CBAP Credential-Holder		
CBAP - Certified Business Analysis Professional™ - Certified		
	Status: Certified	Term Start Date: March 18, 2024 Term End Date: March 18, 2027
GOALS	Status	
60 Continuing Development Units	Complete	
Pay Recertification Fee	Incomplete	Get started
Submit Recertification Application	Incomplete	

← Results
Store

CBAP Recertification Fee




USD 120.00 DEFAULT

Quantity

1

Description
Payment required to recertify for another three years.



Payment Successful

Your payment of **USD 120.00** was successfully completed.

[View Receipt](#)

Click **Add to Order** and **Checkout** to pay the Recertification Fee.

Complete the information and click **Process Payment**.

A receipt will be generated once the payment is processed. To see your receipt, click **View Receipt**.

4.0 Submit Your Application

Candidate Name: CBAP Credential-Holder

▼ [CBAP - Certified Business Analysis Professional™](#) [Ready to be Submitted](#)

Status: Ready to be Submitted Term Start Date: March 18, 2024 Term End Date: March 18, 2027

GOALS	Status	
60 Continuing Development Units	Complete	<input checked="" type="checkbox"/>
Pay Recertification Fee	Complete	<input checked="" type="checkbox"/>
Submit Recertification Application	Incomplete	<input type="button" value="Get started"/>

In your Goals list, click **Get Started** to submit your application.

1. Agree to the Attestations

Before you Submit your Application, you will be asked to read and abide by:

- [Code of Ethical Conduct and Professional Standards](#)
- [IIBA Recertification Terms and Conditions](#)

2. Opt In or Out of the Certified Professional Directory

Check the box to provide your consent if you would like your name to appear in the [Certified Professional Directory](#).

The information will include your:

- Certification achieved and date
- Full name
- City, state/province, and country

If you prefer to opt out, leave the consent box unchecked.

Certification Registry

Do you consent to having the following information made publicly available, upon your achievement of the certification, on our international public registry, located within the [Certified Registries section](#) of the [IIBA website](#), and used for statistical purposes by IIBA for affiliated chapters and organizations:

1. Certification achieved
2. First and last names
3. City, state/province and country
4. Certification date

I consent to the above statement.

If you consent now but decide to opt out of the directory in the future, follow these steps:



1. [Login](#) with your IIBA credentials.
2. Click on the Profile icon in the top menu bar. Select Profile.
3. Scroll down the page to Agreements. Click **Change**.
4. De-click the Cert Directory Consent option and **Save**.

3. Submit the Attestations Page

When you click Submit on the Attestations Page, your application will be submitted.

Your status will then be **Certified** (for the new maintenance term) or **Recertification in Audit** (if randomly selected for an audit).

This status will appear on the **Certification Summary Page** and in an email sent to you from IIBA. If applicable, instructions will be included for proceeding through the audit process.

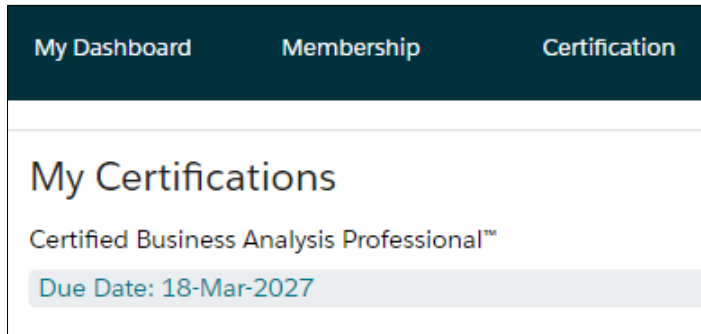
Refer to the [CBAP Recertification Handbook](#) and emails from IIBA for certification maintenance requirements in your new 3-year cycle as a CBAP credential holder.

5.0 Suspended Status

To enter CDUs while in Suspended status, [login](#) with your IIBA credentials.

Click on your name in the top menu bar and click on **My Dashboard**.

Note your term end date, shown as your recertification **Due Date**.



Navigate to your **BA Development Log**, as described in section 2.0 of this Guide.

Select your CDU Activity categories and complete the information.

For activities with start dates after your recertification Due Date (noted above), do the following:

1. In the **Activity Title** field, after the activity name, enter in parentheses the actual start date and end date for the activity.
2. In the **Start Date** field, enter a date that is 1 day **before** the last day of the term.
This is a crucial step. You must enter 1 day prior to the maintenance Due Date in order for the system to accept your entry.
3. In the **End Date** field, enter the activity end date.

In this Example:

The term that is now in suspension ran from March 18, 2024 to March 18, 2027.

The credential holder in Suspended status is entering CDUs earned from April 10, 2027 to April 11, 2027.

Activity Title: Activity abc (April 10, 2027 to April 11, 2027)

Start Date: March 17, 2027

End Date: April 11, 2027

The recertification date of the credential holder's next 3-year cycle **remains the same** regardless of whether the holder went into Suspended status (i.e. the suspension period overlaps the first year of the next 3-year cycle.)

Any CDUs earned during the suspension period and applied to recertification **may not be applied again** to the next 3-year cycle.

Credential holders who do not recertify on time will be given a **1-year grace period** to record their CDUs, pay the recertification fee and submit the application without penalty.

Credential holders who do not meet and submit their CDU requirements within the 1-year suspension period will **become Uncertified**.

Uncertified candidates who wish to reinstate their certification can do so within **5 years** after the loss of their credential. Contact certification@iiba.org for information.

After **5 years** in Uncertified status, reinstatement is **not** allowed, and candidates will be required to re-apply for certification and re-take the exam.

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