

IIBA® - CBDA Recertification Process

This document illustrates how to enter recertification hours into the IIBA system. Refer to the IIBA®-CBDA 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. Pay recertification fee
3. Submit recertification application
4. Receive confirmation email from IIBA – Congratulations! You are Recertified!

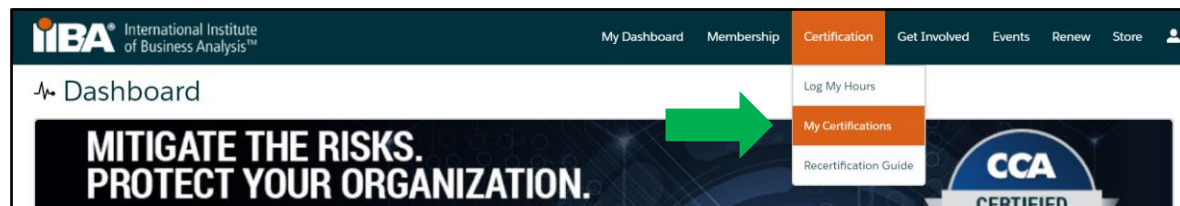
The following will give you the information, step-by-step, on how to enter your recertification hours. The system will translate your hours into CDUs.

1. Login to the IIBA portal using your [IIBA credentials](#)



The screenshot shows the IIBA login interface. At the top 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. Under the Username field is the text 'Enter Username.' and under the Password field is 'Enter password.'. A large orange 'Log in' button is centered below the fields. At the bottom left are links for 'Forgot your password?' and 'Sign up here'. Below these links is a note: '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 center.

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



3. Notice the **Goals** and the **Recertification Requirements**

This page shows the *Goals* and *Recertification Requirements*.

The *Goals* section will *Complete* as you proceed through each one.

The *Recertification Requirements* section will calculate the hours as you enter them into your **BA Development Log** (see Step 4.) and then the system will translate them 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.

To enter your hours, go to the goal, *20 Continuing Development Units* and select “**Get Started**” or, go to the “**Certification**” tab and select “**My Certifications**”.



GOALS

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

RECERTIFICATION REQUIREMENTS

REQUIREMENT NAME	CDUs Earned	CDUs Max Allowed	CDUs Met	YOUR HOURS	HOURS NEEDED
Learning Stream (Minimum 10CDUs required)					
Professional Development:	0	10	0	0	NaN
Formal Academic Education:	0	10	0	0	NaN
Self Directed Learning:	0	5	0	0	NaN
Learning Stream Total	0	Unlimited			
Applying Stream					
Work History:	0	10	0	0	NaN
Professional Activities (CDUs):	0	10	0	0	NaN
Volunteer Service:	0	10	0	0	NaN
Applying Stream Total	0	10			
Transferred CDUs:					
Total	0		Less than 20		
Transfer of CDUs per cycle:		5			

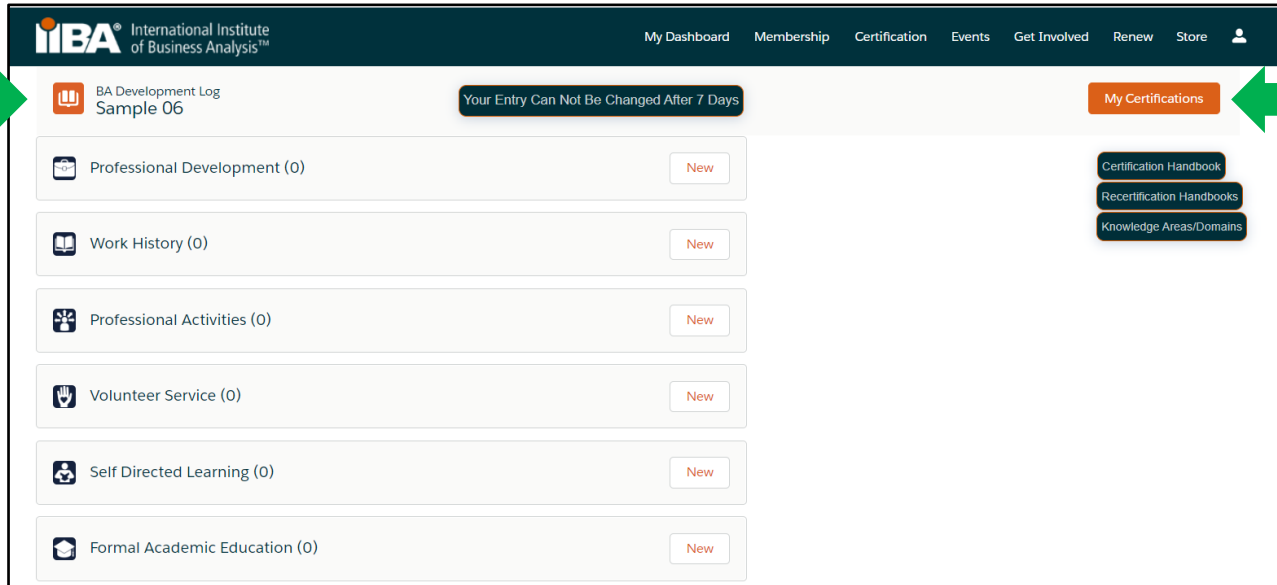
Totals

Transfer of CDUs Per Cycle

4. From the **BA Development Log**, you will be able to enter hours into any of the six categories. Go to “**My Certifications**” to see your progress.

CDUs must be earned within 2 main streams: **Learning** and **Applying** as stated in the IIBA®-CBDA 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.

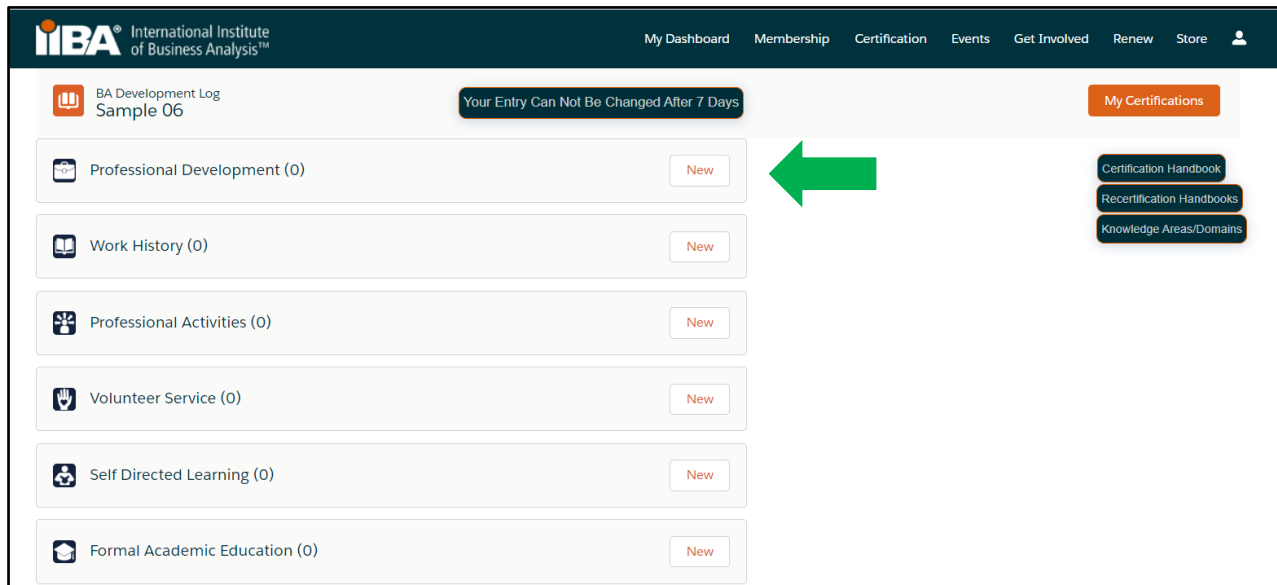


5. How to Log your Professional Development Hours (*Learning Stream*)

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, live webinars, workshops and events. Refer to the IIBA®-CBDA Recertification Handbook for eligibility.

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

Select “New”



Select a **record type** from the list and click on “**Next**”

NOTE: Record live webinars under the record type, “Online Course”.

The screenshot shows a form titled "New Professional Development". Inside the form, there is a section labeled "Select a record type" with a list of seven options, each preceded by a radio button. The options are: Classroom Course (selected), Chapter Event, Chapter Study Group, Conference Track Session or Keynote, Conference Workshop, Online Course, and Self Directed Learning. At the bottom right of the form, there are two buttons: "Cancel" and "Next". Three green arrows are overlaid on the image: one points to the "Classroom Course" radio button, another points to the "Online Course" radio button, and a third points to the "Next" button.

Complete the Information and “Save”.

New Professional Development: Classroom Course

Information

Professional Development

* Activity Title

* Organization Name

Description

Organization Website

* Contact First Name

* Contact Last Name

* Contact Email

Contact Phone

* Start Date

* End Date

* Hours

* Knowledge Area/Domain

Available

Delivery Horizon - KA11

Identify Research Questl...

Source Data - KA13

Analyze Data - KA14

Interpret and Report Res...

Use Results to Influence ...

Guide Company-level Str...

Cybersecurity Overview a...

Enterprise Risk - KA19 (C...

Cybersecurity Risks and C...

Chosen

System Information

* The Registration Module

Sample DG

CDU Audit

Cancel Save & New Save

Select the “Available” Knowledge Area’s (KAs) and move them over to the “Chosen” field.

Select as many KAs as pertain to your work activity including any, or all, of the ones that align with the requirements for this certification:

- Identify Research Questions
- Source Data
- Analyze Data
- Interpret and Report Results
- Use Results to Influence Business Decision Making
- Guide Company-level Strategy for Business Analytics

Additional ones will feed into your other certifications.

The hours will appear in your **BA Development Log** and will show as CDUs on the summary page in **“My Certifications”**.

The screenshot shows the IIBA website interface. At the top, there is a navigation bar with the IIBA logo and the text "International Institute of Business Analysis™". To the right of the logo are links for "My Dashboard", "Membership", "Certification", "Events", "Get Involved", "Renew", and "Store". Below the navigation bar, there is a section for "BA Development Log Sample 06" with a warning message: "Your Entry Can Not Be Changed After 7 Days". On the right side, there is a "My Certifications" button, which is highlighted with a green arrow. Below this, there are three buttons: "Certification Handbook", "Recertification Handbooks", and "Knowledge Areas/Domains". In the center, there is a "Professional Development (1)" section with a "New" button. Below this is a table with the following data:

Activity Title	Activity Type	Hours	Start Date
Business Data Analy...	Classroom Course	16.00	23/06/2020

At the bottom of the table, there is a "View All" link. A green arrow points to the "New" button, and another green arrow points to the "My Certifications" button.

To add more entries into the Professional Development category, select **“New”** and select a record type and complete your information.

The screenshot shows the "New Professional Development" form. The title "New Professional Development" is at the top. Below the title, there is a section titled "Select a record type" with a list of radio button options:

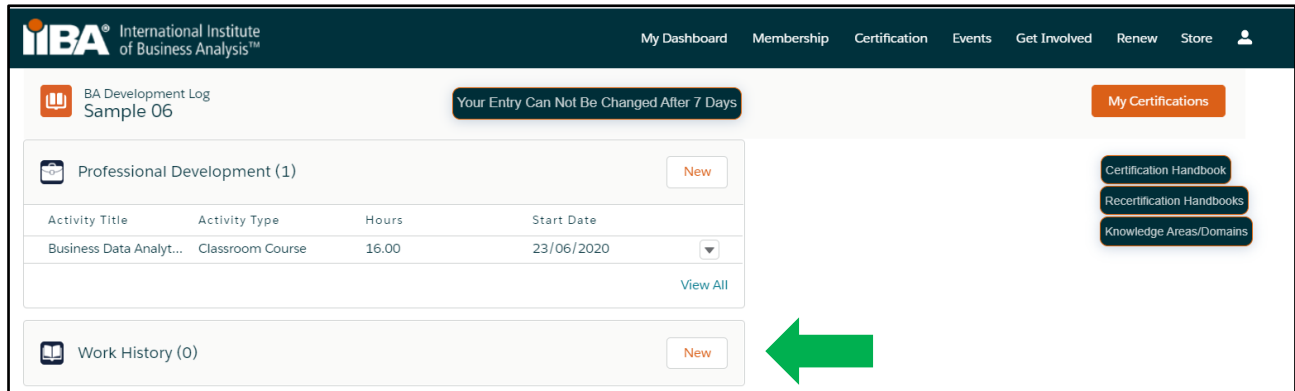
- Classroom Course
- Chapter Event
- Chapter Study Group
- Conference Workshop
- Online Course
- Self Directed Learning

A green arrow points to the "Online Course" option. At the bottom of the form, there are two buttons: "Cancel" and "Next".

6. How to Log your **Work History Hours** (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. Refer to the IIBA®-CBDA Recertification Handbook for eligibility. 1000 hours = 5 CDUs.

Select “**New**”



The screenshot shows the IIBA International Institute of Business Analysis™ dashboard. The top navigation bar includes links for My Dashboard, Membership, Certification, Events, Get Involved, Renew, and Store. The main content area is divided into several sections:

- BA Development Log Sample 06:** A section with a "New" button and a warning: "Your Entry Can Not Be Changed After 7 Days".
- Professional Development (1):** A section with a "New" button and a table of activities.
- Work History (0):** A section with a "New" button, which is highlighted by a green arrow.

Activity Title	Activity Type	Hours	Start Date
Business Data Analyt...	Classroom Course	16.00	23/06/2020

Additional elements on the dashboard include a "My Certifications" button and a sidebar with links to "Certification Handbook", "Recertification Handbooks", and "Knowledge Areas/Domains".

Complete the Information and “Save”.

New Work History

Information

Work History

* Organization Name

Work Description

* Start Date

CDU Audit

* Contact Email

* Contact First Name

* Contact Last Name

Contact Phone

* Pre Registration Module

Sample 01

Organization Website

* End Date

Work Hours

Work History 1 (hrs)

Work History 2 (hrs)

Work History 3 (hrs)

Work History 4 (hrs)

Work History 5 (hrs)

Work History 6 (hrs)

WH Knowledge Area 1

Search WH Knowledge Areas...

WH Knowledge Area 2

Search WH Knowledge Areas...

WH Knowledge Area 3

Search WH Knowledge Areas...

WH Knowledge Area 4

Search WH Knowledge Areas...

WH Knowledge Area 5

Search WH Knowledge Areas...

WH Knowledge Area 6

Search WH Knowledge Areas...

Cancel Save & New Save

Select as many KAs as pertain to your work activity including any, or all, of the ones that align with the requirements for this certification:

- Identify Research Questions
- Source Data
- Analyze Data
- Interpret and Report Results
- Use Results to Influence Business Decision Making
- Guide Company-level Strategy for Business Analytics

Additional ones will feed into your other certifications.

The hours will appear in your **BA Development Log** and will show as CDUs on the summary page in “**My Certifications**”.

IIBA International Institute of Business Analysis

My Dashboard Membership Certification Events Get Involved Renew Store

BA Development Log Sample 06

Your Entry Can Not Be Changed After 7 Days

My Certifications

Professional Development (1)

New

Activity Title	Activity Type	Hours	Start Date
Business Data Analyt...	Classroom Course	16.00	23/06/2020

View All

Work History (1)

New

Organization Name	Work Description	Total Working Hours	Start Date
ABC Company		250.00	04/05/2020

View All

Certification Handbook

Recertification Handbooks

Knowledge Areas/Domains

7. How to Log your **Professional Activities** Hours (*Applying Stream*)

Use this category to record your professional activities hours. Refer to the IIBA®-CBDA Recertification Handbook for eligibility.

Select “New”

BA Development Log Sample 06 Your Entry Can Not Be Changed After 7 Days My Certifications

Professional Development (1) New

Activity Title	Activity Type	Hours	Start Date	
Business Data Analyt...	Classroom Course	16.00	23/06/2020	▼

[View All](#)

Work History (1) New

Organization Name	Work Description	Total Working Hours	Start Date	
ABC Company		250.00	04/05/2020	▼

[View All](#)

Professional Activities (0) New

My Certifications

- Certification Handbook
- Recertification Handbooks
- Knowledge Areas/Domains

Complete the Information and “Save”.

New Professional Activities

Information

Professional Activities

* Activity Title

* Professional Activity Type
 - None -

Description

* Start Date

* Contact First Name

* Contact Email

* Organization Name

Organization Website

* BA Development Log

* End Date

* Contact Last Name

Contact Phone

Knowledge Domain

* Knowledge Area/Domain

Available

- Initiative Horizon - KA10
- Delivery Horizon - KA11
- Identify Research Questi...
- Source Data - KA13
- Analyze Data - KA14
- Interpret and Report Res...
- Use Results to Influence ...
- Guide Company-level Str...
- Cybersecurity Overview a...
- Enterprise Risk - KA19 (C...
- Cybersecurity Risks and C...

Chosen

Cancel Save & New Save

Select the “**Available**” Knowledge Area’s (KAs) and move them over to the “**Chosen**” field.

Select as many KAs as pertain to your work activity including any, or all, of the ones that align with the requirements for this certification:

- Identify Research Questions
- Source Data
- Analyze Data
- Interpret and Report Results
- Use Results to Influence Business Decision Making
- Guide Company-level Strategy for Business Analytics

Additional ones will feed into your other certifications.

The hours will appear in your **BA Development Log** and will show as CDUs on the summary page in **“My Certifications”**.

The screenshot shows the IIBA International Institute of Business Analysis™ dashboard. The top navigation bar includes: My Dashboard, Membership, Certification, Events, Get Involved, Renew, Store, and a user profile icon. A warning banner reads "Your Entry Can Not Be Changed After 7 Days".

The main content area is divided into two columns. The left column contains three sections:

- BA Development Log Sample 06**: Includes a "New" button and a table with columns: Activity Title, Activity Type, Hours, Start Date. A sample entry shows "Business Data Analyt..." as a "Classroom Course" for 16.00 hours starting on 23/06/2020. A "View All" link is at the bottom.
- Work History (1)**: Includes a "New" button and a table with columns: Organization Name, Work Description, Total Working Hours, Start Date. A sample entry shows "ABC Company" with 250.00 hours starting on 04/05/2020. A "View All" link is at the bottom.
- Professional Activities (1)**: Includes a "New" button and a table with columns: Activity Title, CDUs, Start Date, End Date. A sample entry shows "Data Business Analyt..." with 10.00 CDUs from 28/09/2020 to 29/09/2020. A "View All" link is at the bottom.

The right column features a "My Certifications" button (highlighted with a green arrow) and three stacked buttons: "Certification Handbook", "Recertification Handbooks", and "Knowledge Areas/Domains".

8. How to Log your Volunteer Service Hours (*Applying Stream*)

Use this category to record your volunteer hours. Refer to the IIBA®-CBDA Recertification Handbook for eligibility.

Select **“New”**

This screenshot is similar to the previous one but includes a fourth section at the bottom of the left column:

- Volunteer Service (0)**: Includes a "New" button (highlighted with a green arrow).

A green arrow on the far left points towards the "BA Development Log Sample 06" header.

Complete the Information and **“Save”**.

New Volunteer Service

Information

Volunteer Service

* Activity Title

Description

* Hours ⓘ

* Organization Name

Organization Website

* Contact First Name

* Contact Last Name

Contact Phone

* Contact Email

* Start Date

* End Date

* Pre-Registration Module

* Knowledge Area Domain ⓘ

Available	Chosen
Business Analysis Knowle...	
Agile Mindset - KAB	
Strategy Horizon - KA9	
Initiative Horizon - KA10	
Delivery Horizon - KA11	
Identify Research Questl...	
Source Data - KA13	
Analyze Data - KA14	
Interpret and Report Res...	
Use Results to Influence ...	
Guide Company-level Str...	

Select the **“Available”** Knowledge Area's (KAs) and move them over to the **“Chosen”** field.

Select as many KAs as pertain to your work activity including any, or all, of the ones that align with the requirements for this certification:

- Identify Research Questions
- Source Data
- Analyze Data
- Interpret and Report Results
- Use Results to Influence Business Decision Making
- Guide Company-level Strategy for Business Analytics

Additional ones will feed into your other certifications.

The hours will appear in your **BA Development Log** and will show as CDUs on the summary page in **“My Certifications”**.

IBA International Institute of Business Analysis™

My Dashboard Membership Certification Events Get Involved Renew Store

BA Development Log Sample 06 **Your Entry Can Not Be Changed After 7 Days** **My Certifications**

Professional Development (1) **New**

Activity Title	Activity Type	Hours	Start Date
Business Data Analyt...	Classroom Course	16.00	23/06/2020

Work History (1) **New**

Organization Name	Work Description	Total Working Hours	Start Date
ABC Company		250.00	04/05/2020

Professional Activities (1) **New**

Activity Title	CDUs	Start Date	End Date
Data Business Analyt...	10.00	28/09/2020	29/09/2020

Volunteer Service (1) **New**

Activity Title	Organization Name	Hours	Start Date
Chapter Committee	IIBA	45.00	07/09/2020

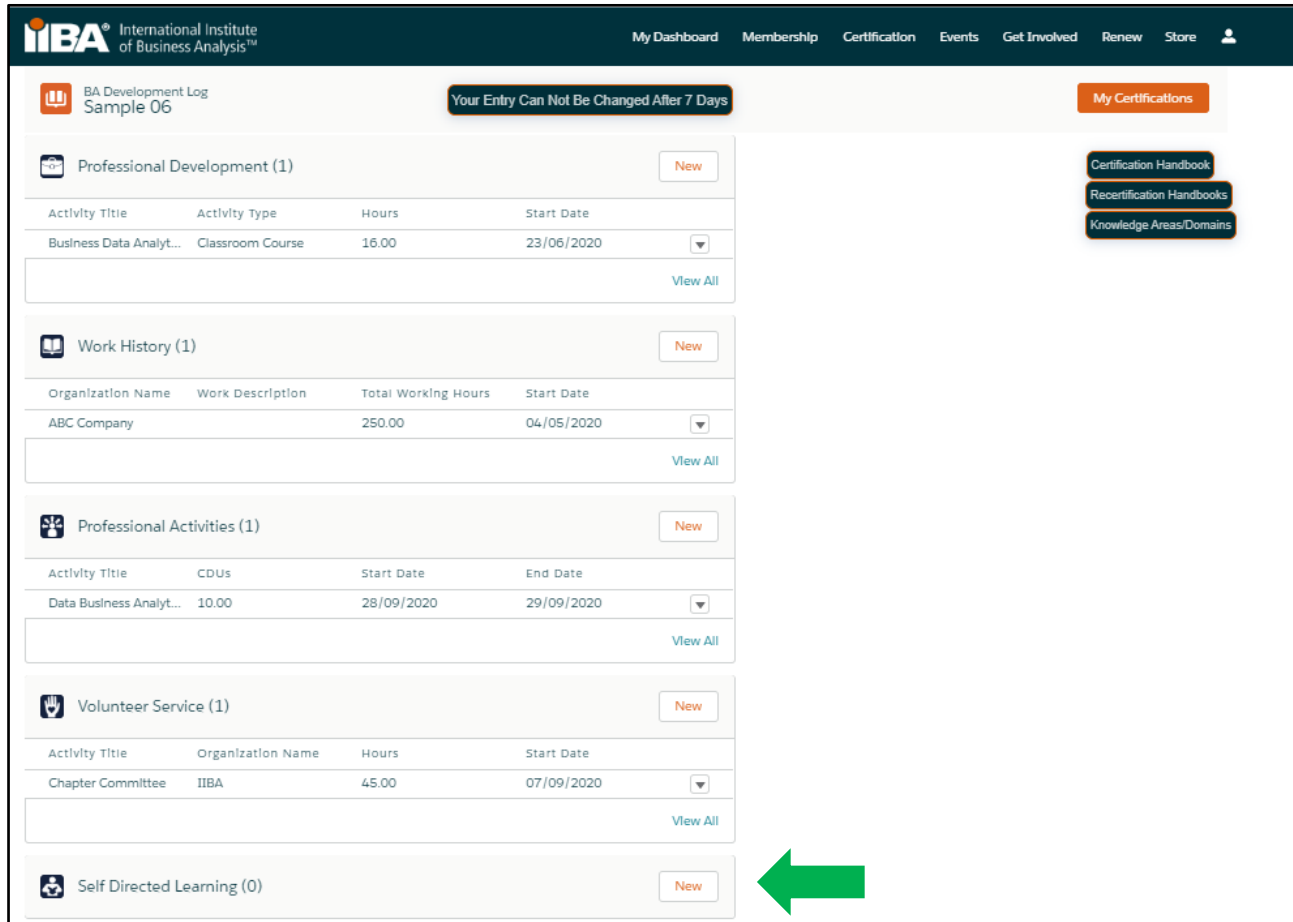
My Certifications

- Certification Handbook
- Recertification Handbooks
- Knowledge Areas/Domains

9. How to Log your **Self Directed Learning Hours** (*Learning Stream*)

Use this category to record your self-directed learning hours that include personally designed research and/or study activities including recorded (archived webinars). Refer to the IIBA®-CBDA Recertification Handbook for eligibility.

Select “New”



The screenshot shows the IIBA International Institute of Business Analysis™ dashboard. The top navigation bar includes links for My Dashboard, Membership, Certification, Events, Get Involved, Renew, and Store. A green arrow points to the 'New' button for the 'BA Development Log Sample 06' section. Below this, there are five activity categories, each with a 'New' button and a table of entries:

- Professional Development (1)**: Table with columns Activity Title, Activity Type, Hours, Start Date. Entry: Business Data Analyt..., Classroom Course, 16.00, 23/06/2020.
- Work History (1)**: Table with columns Organization Name, Work Description, Total Working Hours, Start Date. Entry: ABC Company, 250.00, 04/05/2020.
- Professional Activities (1)**: Table with columns Activity Title, CDUs, Start Date, End Date. Entry: Data Business Analyt..., 10.00, 28/09/2020, 29/09/2020.
- Volunteer Service (1)**: Table with columns Activity Title, Organization Name, Hours, Start Date. Entry: Chapter Committee, IIBA, 45.00, 07/09/2020.
- Self Directed Learning (0)**: A 'New' button is highlighted with a green arrow.

On the right side, there is a 'My Certifications' section with links to Certification Handbook, Recertification Handbooks, and Knowledge Areas/Domains.

Complete the Information and **“Save”**.

New Self Directed Learning

Information

Self Directed Learning Name

* Title

Description

* Start Date

* End Date

* Hours

* Knowledge Areas/Domains

Available

Chosen

Pre Registration Module

Sample 05

Cancel Save & New Save

Select the **“Available”** Knowledge Area’s (KAs) and move them over to the **“Chosen”** field.

Select as many KAs as pertain to your work activity including any, or all, of the ones that align with the requirements for this certification:

- Identify Research Questions
- Source Data
- Analyze Data
- Interpret and Report Results
- Use Results to Influence Business Decision Making
- Guide Company-level Strategy for Business Analytics

Additional ones will feed into your other certifications.

The hours will appear in your **BA Development Log** and will show as CDUs on the summary page in **“My Certifications”**.

IIBA International Institute of Business Analysis™

My Dashboard Membership Certification Events Get Involved Renew Store

BA Development Log Sample 06 **Your Entry Can Not Be Changed After 7 Days** My Certifications

Professional Development (1) **New**

Activity Title	Activity Type	Hours	Start Date
Business Data Analyt...	Classroom Course	16.00	23/06/2020

View All

Work History (1) **New**

Organization Name	Work Description	Total Working Hours	Start Date
ABC Company		250.00	04/05/2020

View All

Professional Activities (1) **New**

Activity Title	CDUs	Start Date	End Date
Data Business Analyt...	10.00	28/09/2020	29/09/2020

View All

Volunteer Service (1) **New**

Activity Title	Organization Name	Hours	Start Date
Chapter Committee	IIBA	45.00	07/09/2020

View All

Self Directed Learning (1) **New**

Title	Hours	Start Date	End Date
Strategy for Business...	15.00	01/02/2021	26/02/2021

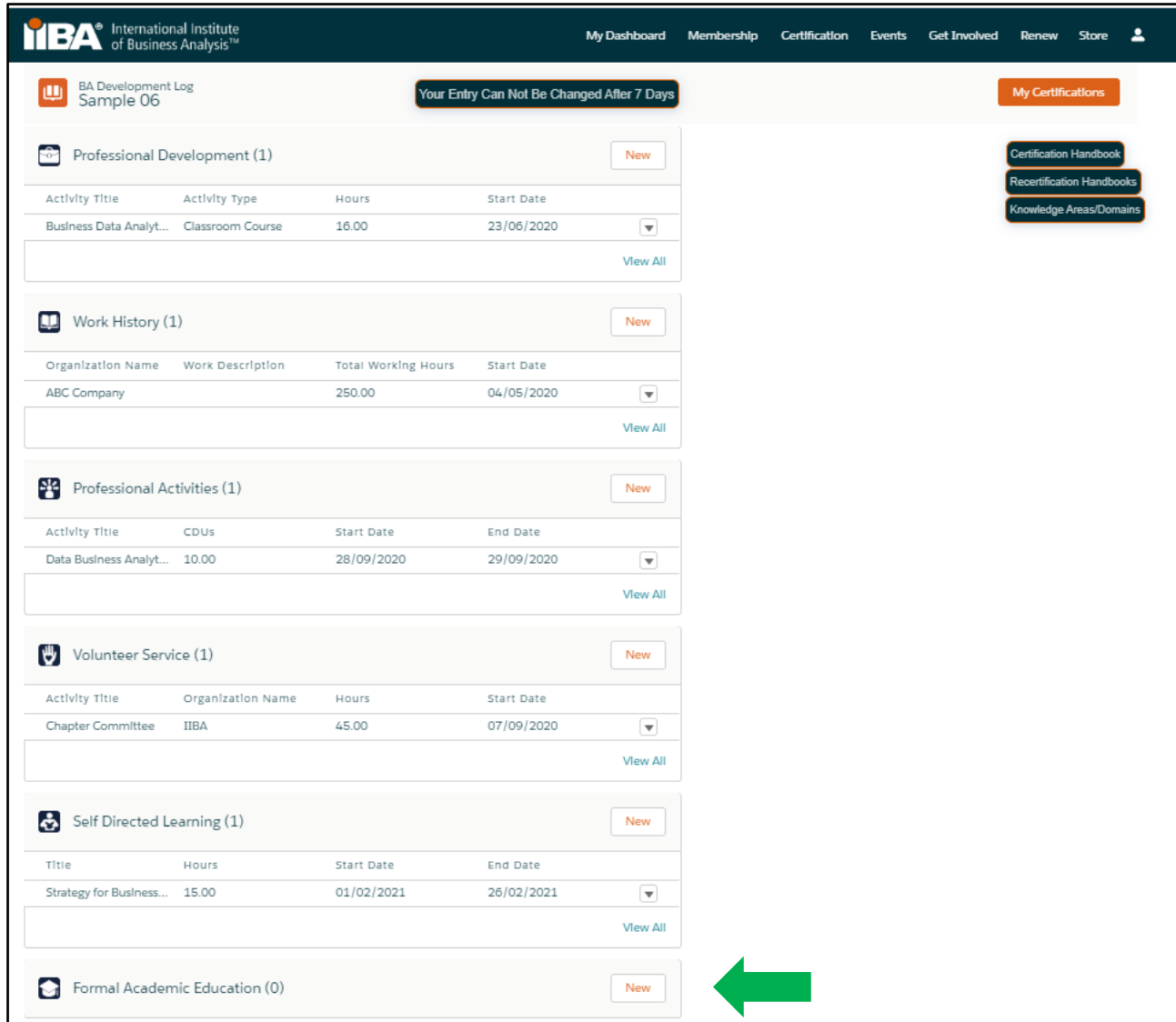
View All

Certification Handbook
Recertification Handbooks
Knowledge Areas/Domains

10. How to Log your **Formal Academic Education Hours** (*Learning Stream*)

Use this category to record formal academic course hours. Refer to the IIBA®-CBDA Recertification Handbook for eligibility.

Select **“New”**



The screenshot shows the IIBA® International Institute of Business Analysis™ dashboard. The top navigation bar includes links for My Dashboard, Membership, Certification, Events, Get Involved, Renew, and Store. The main content area is titled "BA Development Log Sample 06" and features a warning: "Your Entry Can Not Be Changed After 7 Days".

On the right side, there is a "My Certifications" section with links for Certification Handbook, Recertification Handbooks, and Knowledge Areas/Domains.

The dashboard displays several activity categories, each with a "New" button:

- Professional Development (1)**: Includes a table with columns for Activity Title, Activity Type, Hours, and Start Date. One entry is shown: Business Data Analyt... Classroom Course, 16.00, 23/06/2020.
- Work History (1)**: Includes a table with columns for Organization Name, Work Description, Total Working Hours, and Start Date. One entry is shown: ABC Company, 250.00, 04/05/2020.
- Professional Activities (1)**: Includes a table with columns for Activity Title, CDUs, Start Date, and End Date. One entry is shown: Data Business Analyt..., 10.00, 28/09/2020, 29/09/2020.
- Volunteer Service (1)**: Includes a table with columns for Activity Title, Organization Name, Hours, and Start Date. One entry is shown: Chapter Committee, IIBA, 45.00, 07/09/2020.
- Self Directed Learning (1)**: Includes a table with columns for Title, Hours, Start Date, and End Date. One entry is shown: Strategy for Business..., 15.00, 01/02/2021, 26/02/2021.
- Formal Academic Education (0)**: This category is currently empty and is highlighted by a green arrow.

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

* Pre-Registration Module

Sample 06

Knowledge Area/Domain ⓘ

Available

Business Analysis Knowle...

Agile Mindset - KA8

Strategy Horizon - KA9

Initiative Horizon - KA10

Delivery Horizon - KA11

Identify Research Questl...

Source Data - KA13

Analyze Data - KA14

Interpret and Report Res...

Use Results to Influence ...

Chosen

Cancel Save & New Save

Select the “**Available**” Knowledge Area’s (KAs) and move them over to the “**Chosen**” field.

Select as many KAs as pertain to your work activity including any, or all, of the ones that align with the requirements for this certification:

- Identify Research Questions
- Source Data
- Analyze Data
- Interpret and Report Results
- Use Results to Influence Business Decision Making
- Guide Company-level Strategy for Business Analytics

Additional ones will feed into your other certifications.

The hours will appear in your **BA Development Log** and will show as CDUs on the summary page in **“My Certifications”**.

IIBA International Institute of Business Analysis™

My Dashboard Membership Certification Events Get Involved Renew Store

BA Development Log Sample 06 **Your Entry Can Not Be Changed After 7 Days** **My Certifications**

Professional Development (1) [Now](#)

Activity Title	Activity Type	Hours	Start Date
Business Data Analyt...	Classroom Course	16.00	23/06/2020

[View All](#)

Work History (1) [Now](#)

Organization Name	Work Description	Total Working Hours	Start Date
ABC Company		250.00	04/05/2020

[View All](#)

Professional Activities (1) [Now](#)

Activity Title	CDUs	Start Date	End Date
Data Business Analyt...	10.00	28/09/2020	29/09/2020

[View All](#)

Volunteer Service (1) [Now](#)

Activity Title	Organization Name	Hours	Start Date
Chapter Committee	IIBA	45.00	07/09/2020

[View All](#)

Self Directed Learning (1) [Now](#)

Title	Hours	Start Date	End Date
Strategy for Business...	15.00	01/02/2021	26/02/2021

[View All](#)

Formal Academic Education (1) [Now](#)

Course Title	School/Institution	Course Hours	Start Date
Business Data Analyt...	York University	45.00	01/06/2020

[View All](#)

[Certification Handbook](#)
[Recertification Handbooks](#)
[Knowledge Areas/Domains](#)

11. How to Track your Hours and Status

The “**My Certifications**” page will calculate your hours in the “**Learning Stream**” and “**Applying Stream**”. As per the requirements in the IIBA®-CBDA Recertification Handbook, CDUs must be earned within both streams. You must have CDUs in both streams and you must earn a minimum of 10 CDUs in the Learning stream every year.

5 CDUs earned in the prior recertification cycle can be transferred to the next cycle if they were not used.

Your “**My Certifications**” page shows the following under **Recertification Requirements**:

- CDUs Earned
- CDUs Max Allowed
- CDUs Met
- Required Hours
- Your Hours
- Hours Needed
- Transfer of CDUs per Cycle

Once you have met the recertification requirements, your goal will show as **Complete**.

Your next step is to pay the recertification fee by selecting “**Get started**”.

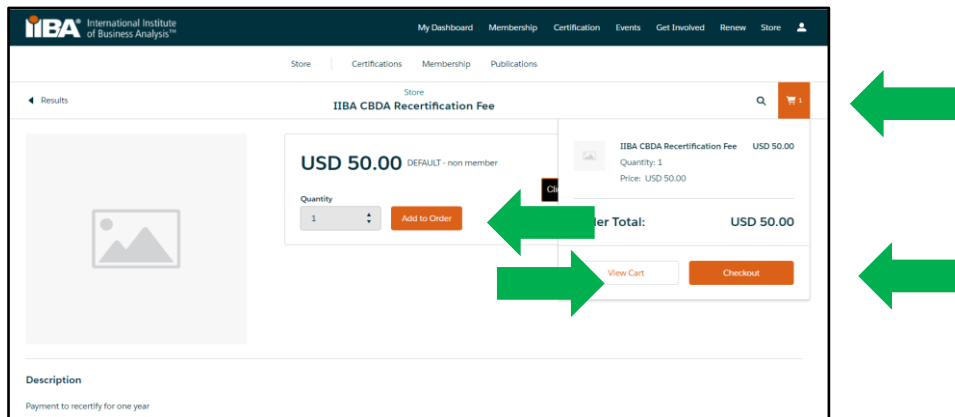
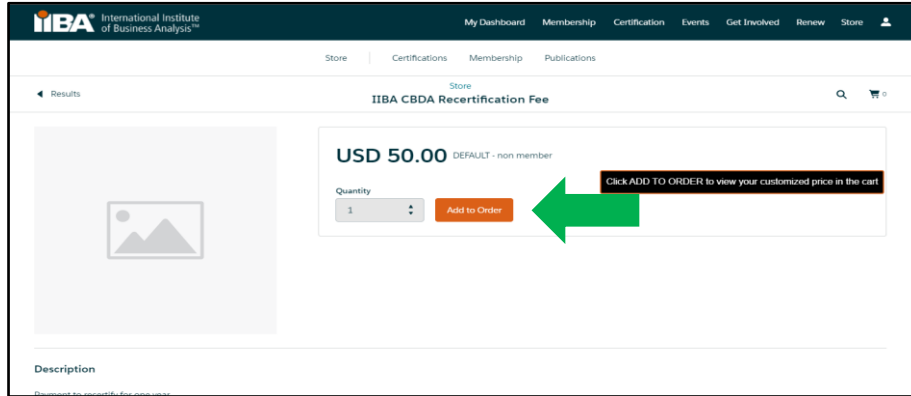
The screenshot shows the IIBA International Institute of Business Analysis™ dashboard for a candidate named Sample 06. The page displays the 'CBDA - Certification in Business Data Analytics' section with a status of 'Certified' and various dates. Below this, there are 'GOALS' and 'RECERTIFICATION REQUIREMENTS' sections. The 'GOALS' section includes '20 Continuing Development Units' (Complete), 'Pay Recertification Fee' (Incomplete), and 'Submit Recertification Application' (Incomplete). The 'RECERTIFICATION REQUIREMENTS' table shows the breakdown of CDUs earned and hours for both Learning and Applying streams, with a total of 20 CDUs met. Green arrows highlight the 'Complete' status of the 20 CDUs goal and the 'Get started' buttons for the fee and application.

REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	REQUIRED HOURS	YOUR HOURS	HOURS NEEDED
Learning Stream (Minimum 10CDUs required)						
Professional Development:	10	10	10		10	NaN
Formal Academic Education:	15	10	10		45	NaN
Self Directed Learning:	15	5	5		15	NaN
Learning Stream Total	40	Unlimited	25			
Applying Stream						
Work History:	1.25	10	1.25		250	NaN
Professional Activities (CDUs):	10	10	10			
Volunteer Service:	35	10	10		35	NaN
Applying Stream Total	46.25	10	10			
Transferred CDUs:						
Total	86.25		20			
Transfer of CDUs per cycle:	5	5				

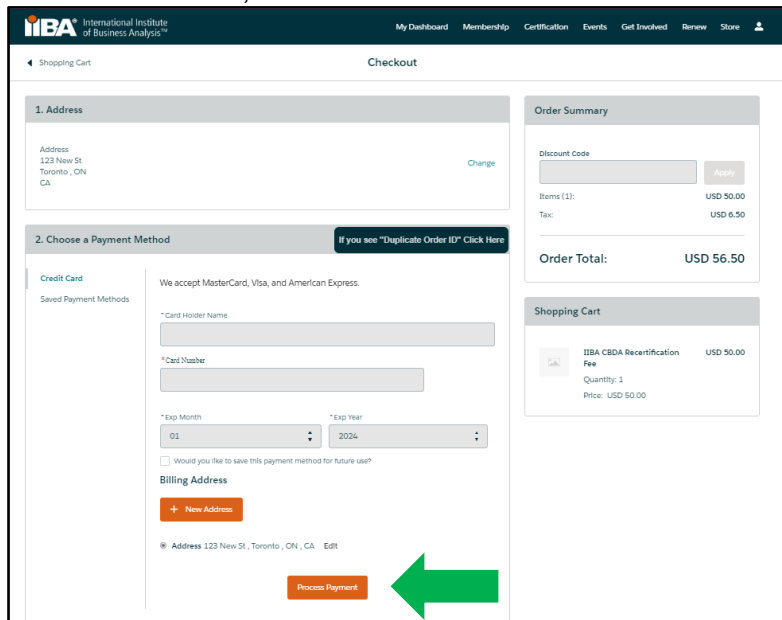
12. Pay your Recertification Fee

Select “Add to Order” to select the fee and then shopping cart will show 1 order.

You can “Checkout” directly, or “View Cart” and then “Checkout”.

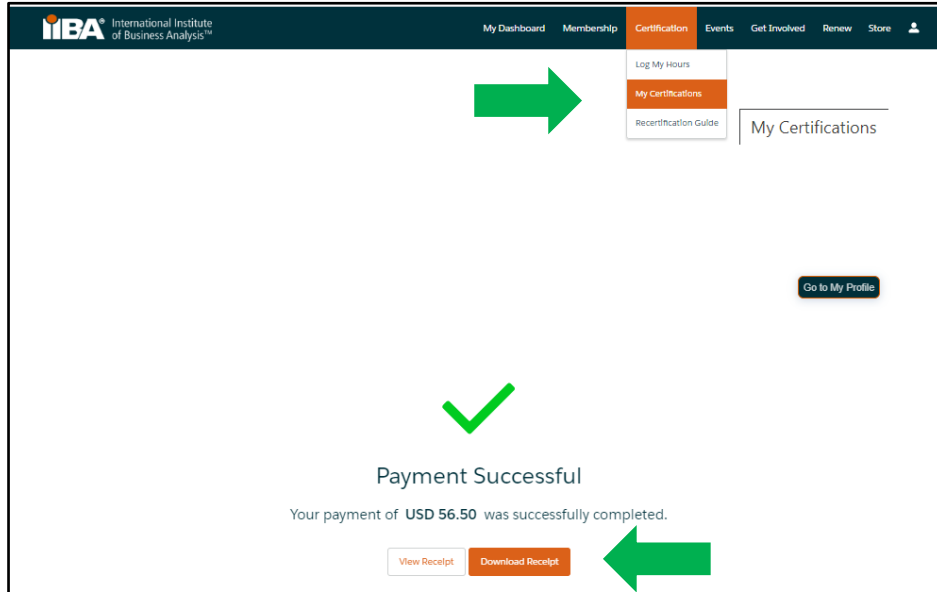


Select “Continue”, fill out the information and select “Process Payment”.



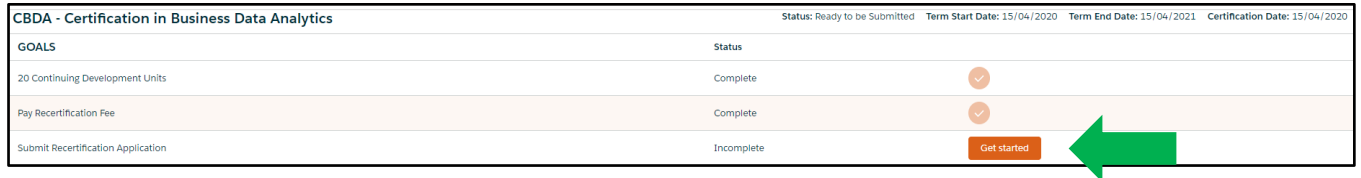
Once payment is received, a **Payment Successful** box will appear from where you can **“View Receipt”** or **“Download Receipt”**.

You can now submit your Recertification Application by going to **“Certification”** > **“My Certifications”**.



13. Submit Recertification Application

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



Read and Agree to the Attestations

[Code of Conduct](#)

[Terms and Conditions](#)

- I attest that the information provided in this application is true and accurate.
- I agree to abide by the terms and conditions provided herein.

Consent to the Certification Registry if you agree with the following:

Having the following information made publicly available 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

Complete the information and select **“Submit”**.

Submitting Your Recertification Application

Attestations

AAC Recertification Attestations

Please read the following documents and agree to them by clicking on the following check boxes:

[Code of Conduct](#)
[Terms and Conditions](#)

I attest that the information provided in this application is true and accurate.*

I agree to abide by the terms and conditions provided herein.*

Certification Registry

Do you consent to having the following information made publicly available 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, after providing consent, you wish to opt out of the registry, please follow these steps:

1. Navigate to the [IIBA website](#)
2. Log in
3. In the top ribbon, click on the downward arrow and then on the [Profile](#) option
4. Once inside your profile, click on the [My Profile](#) button, located on the top right-hand side
5. Within the [Profile](#) option, de-click the [Cert Directory Consent](#) option
6. Press on the [Save Profile Information](#) button

Submit

14. You are Recertified for Another Year

You will receive a confirmation email from IIBA, **“Congratulations! You are Recertified!”**

View **“My Certifications”** to see a new cycle begin again.

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

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