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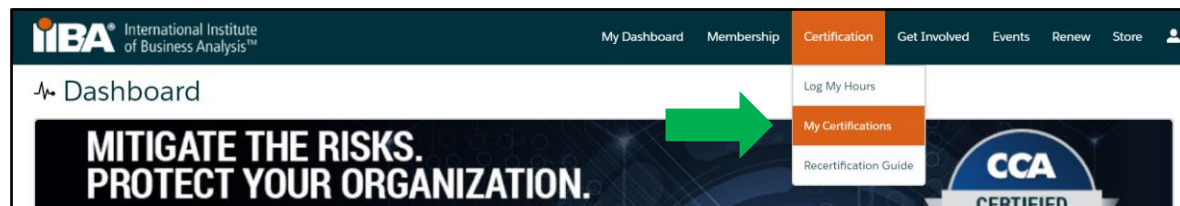
The following will give you the information, step-by-step, on how to enter your recertification hours. The system will translate your hours into CDUs.

1. Login to the IIBA portal using your IIBA credentials

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**".


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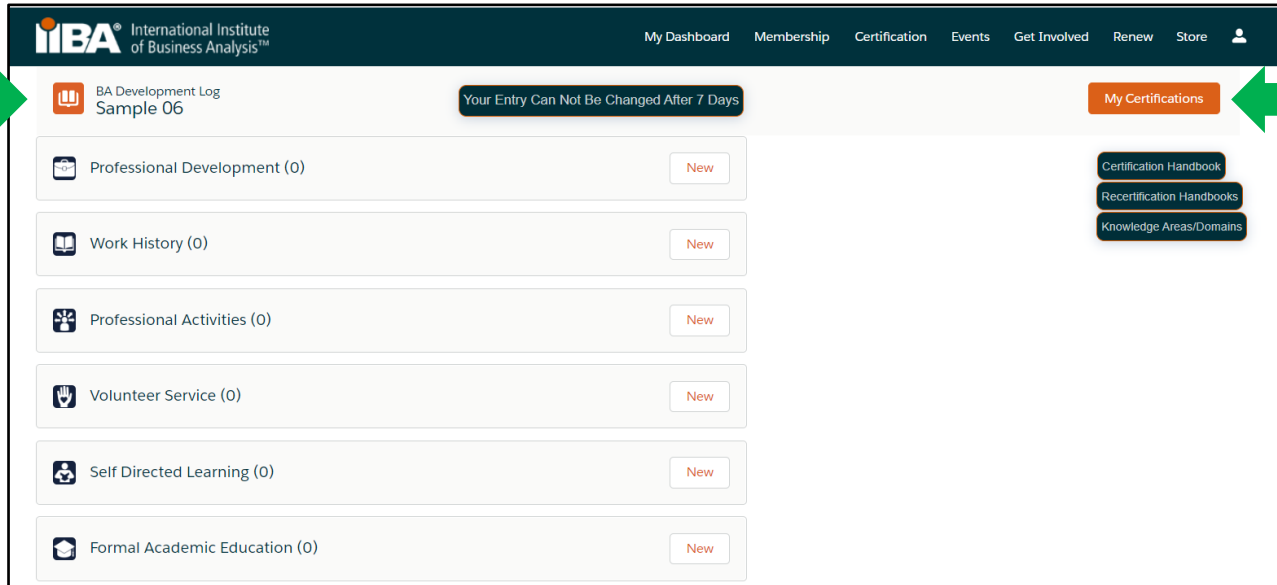
5. How to Log your **Professional Development** Hours (*Learning Stream*)

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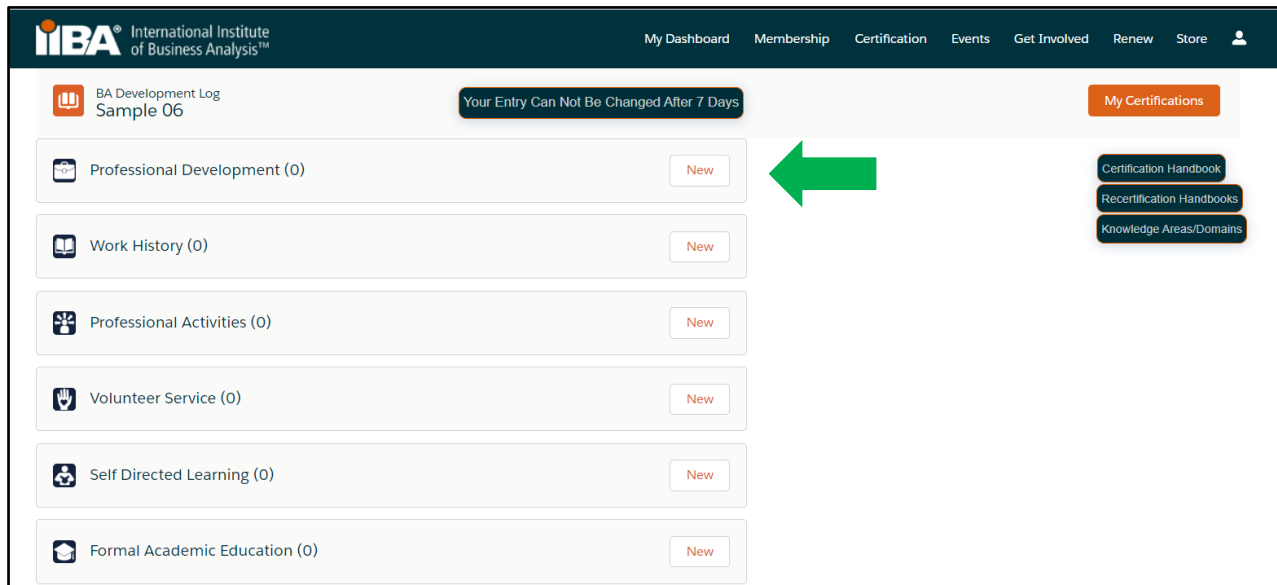
Select a **record type** from the list and click on "**Next**"

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

Complete the Information and "**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"**.

To add more entries into the Professional Development category, select "**New"** and select a record type and complete your information.
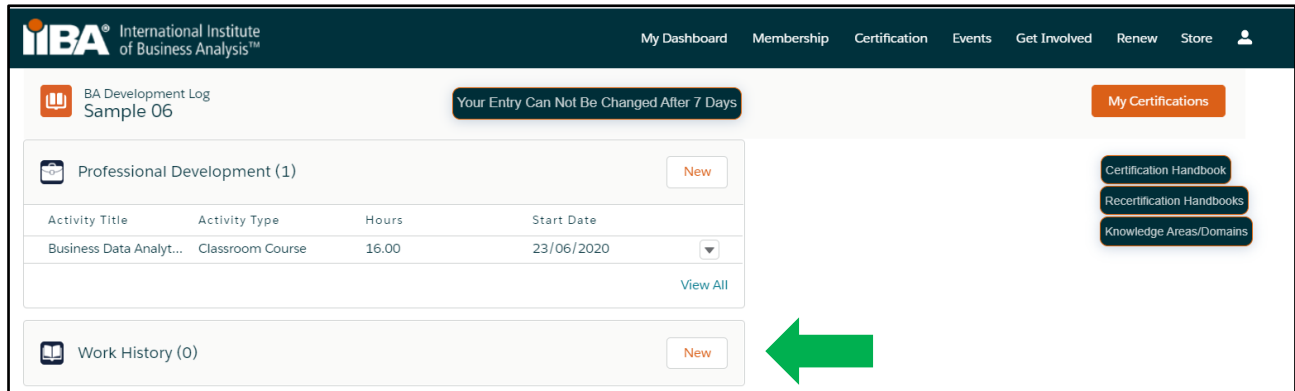
6. How to Log your **Work History Hours** (Professional Experience) (*Applying Stream*)

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**"

Complete the Information and "**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"**.

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**"

Complete the Information and "**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"**.

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**"

Complete the Information and "**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"**.

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**"

Complete the Information and "**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"**.

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**"

Complete the Information and "**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"**.

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**".

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".**
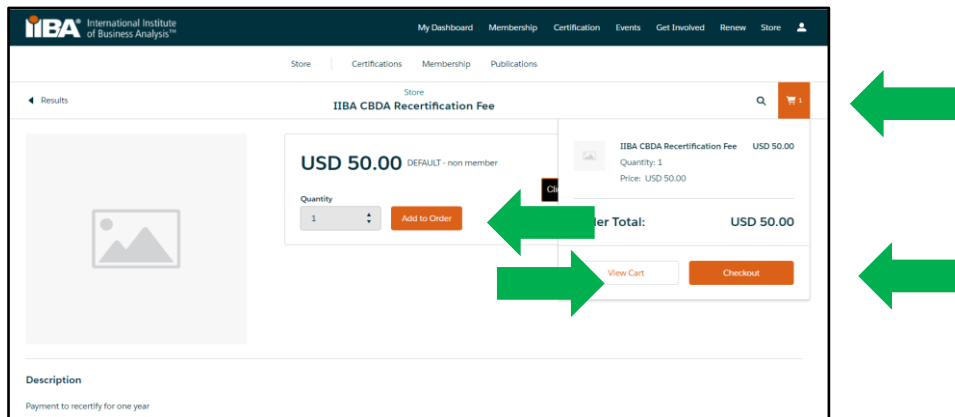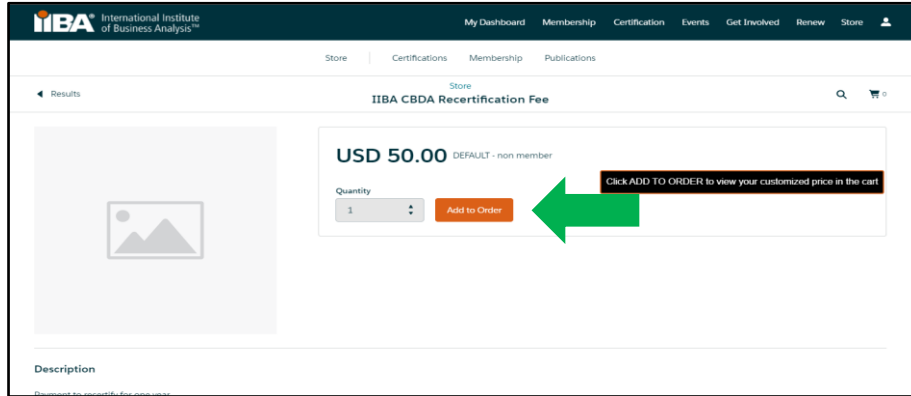
Select "**Continue**", fill out the information and select "**Process Payment".**
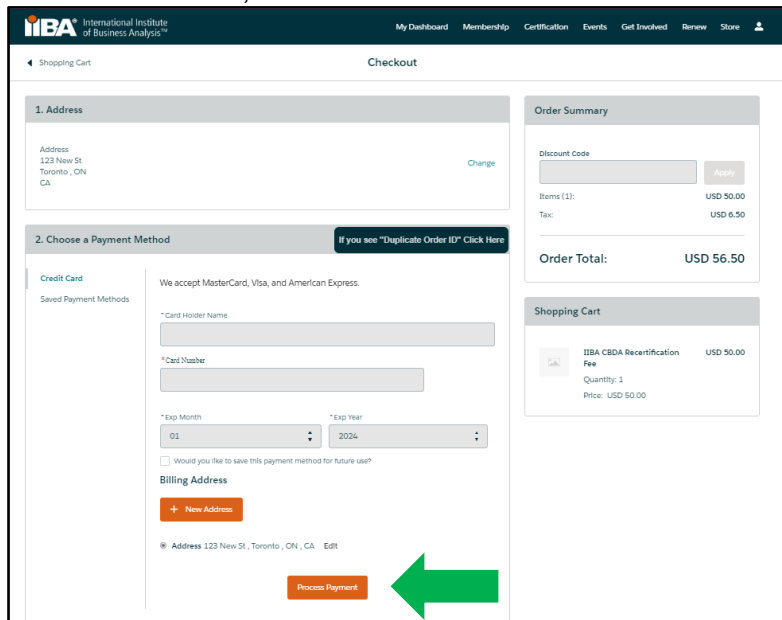
Once payment is received, a **Payment Successful** box will appear from where you can "**View Receip**t" or "**Download Receipt**".

You can now submit your Recertification Application by going to "**Certification**" > "**My Certifications**".
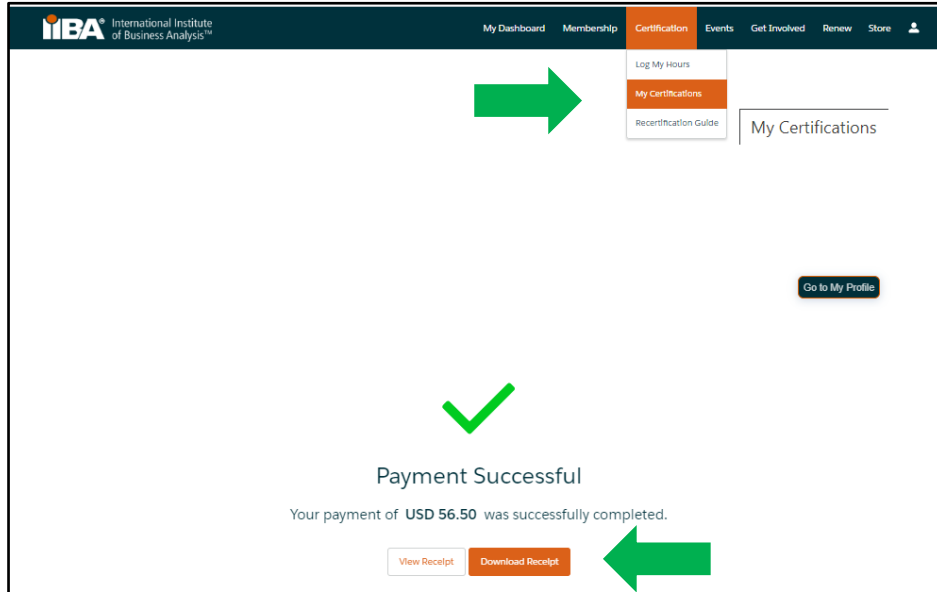
13. Submit Recertification Application

Submit your recertification application by selecting "**Get started**".
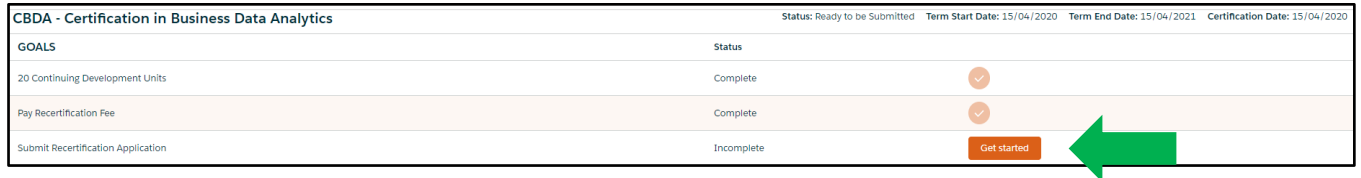
Read and Agree to the Attestations

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".**

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.

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				
Transfered CDUs:						
Total	0		Less than 20			
Transfer of CDUs per cycle:		5				