

# **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:

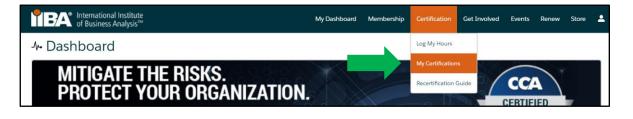
- 1. Earn a minimum of 20 Continuing Development Units
- 2. Pay recertification fee
- 3. Submit recertification application
- 4. Receive confirmation email from IIBA Congratulations! You are Recertified!

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 <u>IIBA credentials</u>



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".

CBDA - Certification in Business D	ata Analytics			Status: Certi	ified Term Start Date: 15/04/2021	Term End Date: 15/04/2022 Certif	fication Date: 15)
GOALS			Statu	15			
20 Continuing Development Units			Incor	mplete	Get started		
Pay Recertification Fee			Inco	nplete	Get started		
Submit Recertification Application			Incor	nplete			
RECERTIFICATION REQUIREMENTS		7					
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				
Volunteer Service:	0	10	0		0	NaN	
Applying Stream Total	0	10					
Transfered CDUs:							
Total	Ō		Less than 2	0			

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.

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ferent international Institute of Business Analysis™	My Dashboard	Membership	Certification	Events	Get Involved	Renew	Store	<b>±</b>
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Professional Development (0)	New					Certification		cs
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Professional Activities (0)	New							
Volunteer Service (0)	New							
Self Directed Learning (0)	New							
Formal Academic Education (0)	New							

## 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.

BA International Institute of Business Analysis™	My Dashboard	Membership	Certification	Events	Get Involved	Renew	Store	<b>.</b>
BA Development Log Sample 06	Your Entry Can Not Be Changed After 7 Days					My Certifie	cations	
Professional Development (0)	New					Certification Recertificati		ks
Work History (0)	New					Knowledge .	Areas/Doma	ins
Professional Activities (0)	New							
Volunteer Service (0)	New							
Self Directed Learning (0)	New							
Formal Academic Education (0)	New							

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

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

New Pro	fessional Development
Colort a record type	4
Select a record type	Classroom Course
	Chapter Event
	Chapter Study Group
	Conference Track Session or Keynote
	Conference Workshop
	Online Course
	Self Directed Learning
	Cancel Next



New Professional Development: Classroom Course	
Information Professional Development	
* Activity Title	
* Organization Name	
Description	
Crigarization Website	
* Contact Find Name	
* Contact Last Norme	
* Contact Email	
Contact Phone  Start Dute	
- Sant Data	
* Hours	
* Knowledge Area/Domain Available Chosen	Select the " <b>Available"</b> Knowledge Area's (KAs) and move them over to the " <b>Chosen</b> " field.
Delivery Horizon - KA11 Identify Research Questi Source Data - KA13 Analyze Data - KA14 Interpret and Report Res	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:
Use Results to Influence  Guide Company-level Str  Cybersecurity Overview a  Enterprise Risk - KA19 (C  Cybersecurity Risks and C	<ul> <li>Identify Research Questions</li> <li>Source Data</li> <li>Analyze Data</li> <li>Interpret and Report Results</li> </ul>
System Information *Pre Registration Module	<ul> <li>Use Results to Influence Business Decision Making</li> <li>Guide Company-level Strategy for Business Analytics</li> </ul>
CDU Audit 🔮	Additional ones will feed into your other certifications.
Cancel Save & New Save	

International of Business	al Institute Analysis™		M	y Dashboard	Membership	Certification	Events	Get Involved	Renew	Store	•
BA Development L Sample 06	og		Your Entry Can Not Be Changed	l After 7 Days					My Certifie	cations	
Professional Dev	velopment (1)			New					Certification		
Activity Title	Activity Type	Hours	Start Date						Recertificati		
Business Data Analyt	Classroom Course	16.00	23/06/2020						latonicuge	- i odor D'Olifi	
				View All							

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

New Pr	ofessional Development
Select a record type	Classroom Course Chapter Event Chapter Study Group Conference Workshop Online Course Self Directed Learning
	Cancel 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"

	Internation of Business	al Institute Analysis™			My Dashboard	Membership	Certification	Events	Get Involved	Renew	Store	٠
	BA Development I Sample 06	Log		Your Entry Can Not Be Cha	nged After 7 Days					My Certifi	cations	
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		Select as many KAs as pertain to your work
Contact First Name	Contact Last Name	activity including any, or all, of the ones that
	Contact Phone	align with the requirements for this certification:
Vork Hours		<ul> <li>Identify Research Questions</li> </ul>
Work History 1 (hrs) 🚯	WH Knowledge Area 1 🚯	<ul> <li>Source Data</li> </ul>
	Search WH Knowledge Areas Q	<ul> <li>Analyze Data</li> </ul>
Work History 2 (hrs) 🚯	WH Knowledge Area 2 🚯	Interpret and Report Results
	Search WH Knowledge Areas Q	<ul> <li>Use Results to Influence Business Decision</li> </ul>
Nork History 3 (hrs)	WH Knowledge Area 3 🕚	Making
	Search WH Knowledge Areas Q	<ul> <li>Guide Company-level Strategy for Business</li> </ul>
Work History 4 (hrs)	WH Knowledge Area 4	Analytics
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Work History 6 (hrs)	WH Knowledge Area 6 🚯	certifications.
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The hours will appear in your **BA Development Log** and will show as CDUs on the summary page in **"My Certifications"**.

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BA Development Log Sample 06		Your Entr	y Can Not Be Chang	ed After 7 Days					My Certif	ications	
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Work History (1)				New							
Organization Name Worl	k Description	Total Working Hours	Start Date								
ABC Company		250.00	04/05/2020	•							
				View All							

#### 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.

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#### Select "New"



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BA Development Sample 06	Log	Your Entr	ry Can Not Be Chan <u>c</u>	ged After 7 Days					My Certifi	cations	
Professional De	evelopment (1)			New					Certification		
Activity Title	Activity Type	Hours	Start Date						Knowledge		
Business Data Analyt	Classroom Course	16.00	23/06/2020						raioineago	/ a cab/ b oin	
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Work History (1	1)			New							
Organization Name	Work Description	Total Working Hours	Start Date								
ABC Company		250.00	04/05/2020								
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Professional Ac	tivities (1)			New							
Activity Title	CDUs	Start Date	End Date								
Data Business Analyt	10.00	28/09/2020	29/09/2020								
				View All							

# 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.

International Institute of Business Analysis™			My Dashboard	Membership	Certification	Events	Get Involved	Renew	Store	•	
BA Development Log Sample 06	Your Ent	ry Can Not Be Chanç	ged After 7 Days					My Certifi	cations		
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Work History (1)			New								
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BC Company	250.00	04/05/2020	•								l
			View All								
Professional Activities (1)			New								
Activity Title CDUs	Start Date	End Date									l
Data Business Analyt 10.00	28/09/2020	29/09/2020									l
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Volunteer Service (0)			New								
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Analyze Data : KA14 Interpret and Report Res Use Results to Influence Guide Company level Str	Identify Research Questi			
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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.

BA Internation of Busines	nal Institute s Analysis™			My Dashboard	Membership	Certification	Events	Get Involved	Renew	Store	•
BA Development Sample 06	Log	Your Ent	ry Can Not Be Chanç	ged After 7 Days					My Certifi	cations	
Professional De	evelopment (1)			New					Certification		
Activity Title	Activity Type	Hours	Start Date						Recertificati Knowledge	on Handboo Areas/Doma	
Business Data Analyt	Classroom Course	16.00	23/06/2020						landingu		
				View All							
Work History (2	1)			New							
Organization Name	Work Description	Total Working Hours	Start Date								
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				View All							
Professional Ac	ctivities (1)			New							
Activity Title	CDUs	Start Date	End Date								
Data Business Analyt	10.00	28/09/2020	29/09/2020								
				View All							
Volunteer Serv	ice (1)			New							
Activity Title	Organization Name	Hours	Start Date								
Chapter Committee	IIBA	45.00	07/09/2020								
				View All		_					



# 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"

BA Internation of Busines	s Analysis <sup>™</sup>			My Dashboard	Membership	Certification	Events	Get Involved	Renew	Store	<u>•</u>
BA Development Sample 06	Log	Your Ent	ry Can Not Be Chang	ged After 7 Days					My Certific	ations	
Professional De	evelopment (1)			New					Certification		
Activity Title	Activity Type	Hours	Start Date						Recertificati Knowledge		_
Business Data Analyt	Classroom Course	16.00	23/06/2020						raiomeoge /	1243/00114	
				View All							
Work History (2	1)			New							
Organization Name	Work Description	Total Working Hours	Start Date								
ABC Company		250.00	04/05/2020								
				View All							
Professional Ac	tivities (1)			New							
Activity Title	CDUs	Start Date	End Date								
Data Business Analyt	10.00	28/09/2020	29/09/2020								
				View All							
Volunteer Serv	ice (1)			New							
Activity Title	Organization Name	Hours	Start Date								
Chapter Committee	IIBA	45.00	07/09/2020								
				View All							
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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.

BA Internatio of Busines	nal Institute ss Analysis™			My Dashboard	Membership	Certification	Events	Get Involved	Renew	Store	<b>±</b>
BA Development Sample 06	t Log	Your Ent	ry Can Not Be Chan	ged After 7 Days					My Certifi	cations	
Professional D	evelopment (1)			New					Certification		
Activity Title	Activity Type	Hours	Start Date						Recertificati		
Business Data Analyt	Classroom Course	16.00	23/06/2020						Knowledge	Areas/Dom	ains
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🛄 Work History (	1)			New							
Organization Name	Work Description	Total Working Hours	Start Date								
ABC Company		250.00	04/05/2020	•							
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Professional A	ctivities (1)			New							
Activity Title	CDUs	Start Date	End Date								
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				View All							
Volunteer Serv	vice (1)			New							
Activity Title	Organization Name	Hours	Start Date								
Chapter Committee	IIBA	45.00	07/09/2020								
				View All							
Self Directed L	earning (1)			New							
Tltie	Hours	Start Date	End Date								
	15.00	01/02/2021	26/02/2021								
Strategy for Business											

## 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"

IBA Druckson		_						
BA Developmen Sample 06	r rog	Your Ent	try Can Not Be Cha	nged After 7 Days			My Certifica	tlon
Professional D	evelopment (1)			New			Certification H	
Activity Title	Activity Type	Hours	Start Date				Recertification Knowledge Ar	
Business Data Analyt	Classroom Course	16.00	23/06/2020	▼			raiomeogera	
				Vlew All				
Work History (	1)			New				
Organization Name	Work Description	Total Working Hours	Start Date					
ABC Company		250.00	04/05/2020	•				
				View All				
Professional A	ctivities (1)			New				
Activity Title	CDUs	Start Date	End Date					
Data Business Analyt	. 10.00	28/09/2020	29/09/2020	•				
				View All				
Volunteer Ser	vice (1)			New				
Activity Title	Organization Name	Hours	Start Date					
Chapter Committee	IIBA	45.00	07/09/2020	V				
				View All				
Self Directed L	earning (1)			New				
Tİtle	Hours	Start Date	End Date					
Strategy for Business	15.00	01/02/2021	26/02/2021	T				
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information	
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Contact First Name	
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School/Institution Website	
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Sample 06	×
Knowledge Area/Domain	]
Available Chosen	
Business Analysis Knowle	
Agrie Mindset - KAB	
Initiative Horizon - KA10	
Delivery Horizon - KA11	
Identify Research Questi	
Source Data - KA13	
Analyze Data - KA14	
Interpret and Report Res	
Use Results to Influence	
Ŧ	

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.

Buciness Data Analyt_ Casoroom Course 16:00 23/06/2020 v Vow All Vow History (1) New Organization Name Work Description Total Working Hours Start Date ACCompany 290.00 04/05/2020 v Vow All Professional Activities (1) New Activity Titls CDUs Start Date End Date Data Buciness Analyt_ 10:00 28/09/2020 v Vow All Vow All Vow All Vow All Vow All Soft Directed Learning (1) New Tate Hours Start Date End Date Start Date End Date Start Date End Date Coupler Converted us Start Date End Date Couple Cou	SA of Busines	nal Institute s Analysis <sup>m</sup>			My Dashboard	Membership	Cartification	Events	Get Involved	Renew S	itore 🛛
Productational decisional Activity Type Hours Start Date   Radiones Data Acadyminic Gasonoom Gourse 16.00 23/06/2020   Voow All Voow All     Work History (1) Nen   Orgenization Name Work Description Ential Working Hours   Start Date Voow All     Professional Activities (1) Nen   Activity Title COUN   Start Date End Date   Bachings Course Start Date   Course All Nen   Non Nen   Retivity Title Course Hours   Start Date End Date   Start Date Start Date   Course Start Date Nen   Retivity Title Orgenization Name   Hours Start Date   Start Date Ind Date   Start Date Ind Date   Start Date Ind Date   Start Date Nen   Course Start Date Nen   Cours	BA Development Sample 06	Log	Your En	iry Can Not Be Cha	inged After 7 Days					My Certificat	ions
Activity Title Activity Type Hours Start Date   Bacheac Data Activity Cacoroon Course 16:00 23/06/2020 •   Voor K History (1) User Start Date Non   Work K History (1) Intel Working Hours Start Date   Activity Title Work Description Total Working Hours   Activity Title CD0.s Start Date   Start Date Hours Start Date   Start Corruparie 10.00 28/09/2020   Volunteer Service (1) Non   Start Date Torganization Name   Hours Start Date   Start Date Torganization Name   Work Hours Start Date   Start Date Torganization Name   Tormal Academic Education (1) Non   Start Date Torganization Name   Start Date Non	Professional Dr	evelopment (1)			New						_
Buiness Data Analyt_ Casonoon Course 16.00 23/06/2020 Voiw All Work History (1) Voir All Working Hours Start Date AC Company Voir Description Intel Working Hours Start Date Professional Activities (1) Nem Activity Title CDUS Sart Date End Date Data Business Analyt_ 10.00 28/09/2020 ♥ Voiw All Voiw All Voi Uniteer Service (1) Nem Activity Title CDUS Start Date End Date Data Business Analyt_ 10.00 28/09/2020 ♥ Voiw All Voiw All Voiw All Voi Uniteer Service (1) Nem Activity Title Course Hours Start Date Start Date Start Date Start Date Voiw All Voiw All Voiw All Voiw All Voiw All Voiw All Voiw All Course Service (1) Nem Title Neurs Start Date Start Date Start Date Voiw All Course All Start Date Tute Neurs Start Date Start Date Voiw All Course All Start Date Start Date Voiw All Course All Start Date Start Date Course All Nem Title Neurs Start Date Start Date Sta	tivity Title	Activity Type	Hours	Start Date							
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Professional Activities (1)   Activity Title   Data Business Analyt   10.00   2B/09/2020   2B/09/2020   2B/09/2020   Volunteer Service (1)   Non   Activity Title   Organization Name   Hours   Start Date   Course Title   Hours   Start Date   Volunteer Service (1)   Non   Activity Title   Organization Name   Hours   Start Date   Course Title   Stort Dates   End Date	ac Company		250.00	04/05/2020	Ŧ						
Activity Title CDUs Start Date End Date Data Business Analyt 10.00 2B/09/2020 29/09/2020  Converting Volunteer Service (1)  Activity Title Organization Name Hours Start Date Crapter Conventine IBA 45.00 07/09/2020  Convertine IB					View All						
Data Business Analyt 10.00 2B/09/2020   View All	Professional Ac	tivities (1)			New						
Volunteer Service (1)       Now         Activity Titls       Organization Name       Hours       Start Date         Chapter Convoltee       IIBA       45:00       07/09/2020       Image: Convoltee         Self Directed Learning (1)       Now       Now       Now         Title       Hours       Start Date       End Date         Start Date       End Date       Start Date       Now         Title       Hours       Start Date       End Date         Formal Academic Education (1)       Now       Now         Course Title       School/Institution       Course Hours       Start Date	stivity Title	CDUs	Start Date	End Date							
Volunteer Service (1) Now   Activity Title Organization Name Hours   Start Date Chapter Committee IBA   UBA 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 Image: Course Title   Formal Academic Education (1) Now     Start Date Now	ata Business Analyt	10.00	28/09/2020	29/09/2020	Ŧ						
Activity Title       Organization Neme       Hours       Start Date         Chapter Committee       IBA       45.00       07/09/2020       •         View All       View All       View All         Self Directed Learning (1)       Nem         Title       Hours       Start Date         Start pointes       15.00       01/02/2021       •         View All       View All       View All         Title       Hours       Start Date       View All         Formal Academic Education (1)       Nem       Nem         Course Title       School/Institution       Course Hours       Start Date					View All						
Chapter Committee IIBA 45.00 07/09/2020  View AII Self Directed Learning (1) Non Title Hours Start Date End Date Strategy for Business 15.00 01/02/2021 26/02/2021  View AII Formal Academic Education (1) Non Course Title School/Institution Course Hours Start Date	Volunteer Serv	ice (1)			New						
View AI         Itile       Hours         Start Date       End Date         Strategy for Business       15.00       01/02/2021         View AII         Formal Academic Education (1)       New         Course Title       School/Institution       Course Hours	ctivity Title	Organization Name	Hours	Start Date							
Self Directed Learning (1)       Non         Title       Hours       Start Date       End Date         Strategy for Business       15.00       01/02/2021       Image: Course All         Image: Course Title       School/Institution       Course Hours       Start Date	hapter Committee	TIBA	45.00	07/09/2020	Ŧ						
Title     Hours     Start Date       Strategy for Business     15:00     01/02/2021       Zerrmal Academic Education (1)     View All       Course Title     School/Institution     Course Hours					View All						
Strategy for Business 15.00 01/02/2021 26/02/2021  View All Formal Academic Education (1) Course Title School/Institution Course Hours Start Date	Self Directed L	earning (1)			New						
View All Formal Academic Education (1) Course Title School/Institution Course Hours Start Date	tie	Hours	Start Date	End Date							
Course Title School/Institution Course Hours Start Date	rategy for Business	15.00	01/02/2021	26/02/2021	Ŧ						
Course Title School/Institution Course Hours Start Date					View All						
	Formal Academ	nic Education (1)			New						
Business Data Analyt York University 45:00 01/06/2020		School/Institution	Course Hours	Start Date							
	ourse Title										

#### 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.

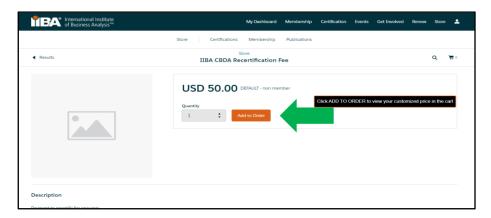
Your next step is to pay the recertification fee by selecting "Get started".

	onal Institute ss Analysis™		My D	Dashboard I	Membership	Certification Even	ts Get	Involved	Renew	Store	٤
Candidate Name: Sample 06	refresh page after updating you	r qoals									
CBDA - Certification in Business Data		gvas			Status: Certified	Term Start Date: 16	5/04/202	20 Term E	nd Date: 1	6/04/202	1 Certification Date: 16/04/2020
GOALS				Status							
20 Continuing Development Units				Complete			0				
Pay Recertification Fee				Incomplete			Get sta	arted			
Submit Recertification Application				Incomplete			Get sta	arted			
RECERTIFICATION REQUIREMENTS					Met						
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDU	Us MET	REQUIRED HO	DURS		YOUR HOURS		но	URS NEEDED
Learning Stream (Minimum 10CDUs required)											
Professional Development:	10	10	10				-	10		Nat	a.
Formal Academic Education:	15	10	10				4	45		Nat	a
Self Directed Learning:	15	5	5				-	15		Nat	a
Learning Stream Total	40	Unlimited	25								
Applying Stream											
Work History:	1.25	10	1.2	5			:	250		Nat	a
Professional Activities (CDUs):	10	10	10								
Volunteer Service:	35	10	10				;	35		Nat	4
Applying Stream Total	46.25	10	10								
Transfered CDUs:											
Total	86.25		20	0							
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".



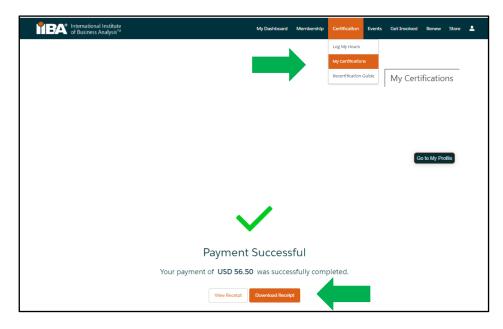
f International Institute of Business Analysis™	My Dashboard Membership	Certification Events Get Involved Renew Store
	Store Certifications Membership Publications	
Results	Store IIBA CBDA Recertification Fee	Q. 📅
	USD 50.00 DEFAULT - non member Quantity 1 : Additio Closer	IBA CBDA Recertification Fee USD 50.00 Quantity: 1 Price: USD 50.00 Per Total: USD 50.00 Vew Cirt Crectoor
scription		
Payment to recertify for one year		

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

TBA International Institute of Business Analysis**	My Dashboard	Membership	Certification Events	Get Involved	Renew Store	1
Shopping Cart	Checkout					
1. Address			Order Summary			
Address 122 New St Toronto, ON CA		Change	Discount Code Items (1): Tax:		Apply USD 50.00 USD 6.50	
	ı see "Duplicate Order ID"	Click Here	Order Total:		USD 56.50	
Credit Card We accept MasterCard, Visa, and American Express. Saved Payment Methods Card Holder Name			Shopping Cart			
* Cerd Number			Can Fee Quantit		USD 50.00	
*Exp Month *Exp Year 01 \$2024		:	Price: L	JSD 50.00		
Would you like to save this payment method for future or Billing Address	se?					
New Address     Address 123 New St, Toronto, CN, CA Edit						
Process Reyment						
• • • • • • • • • • • • • • • • • •						

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".

CBDA - Certification in Business Data Analytics		Status: Ready to be Submitted	Term Start Date: 15/04/2020	Term End Date: 15/04/2021	Certification Date: 15/04/2020
GOALS	Status				
20 Continuing Development Units	Complete		<b>O</b>		
Pay Recetlification Fee	Complete		0		
Submit Recertification Application	Incomplete		Get started		

#### **Read and Agree to the Attestations**

#### Code of Conduct

#### Terms and Conditions

- $\square$  I attest that the information provided in this application is true and accurate.
- $\Box$  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 <u>Certified Registries section</u> of the <u>IIBA website</u>, 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".

			My Prohie	Renew	2 O Rema	Store	1.
BA int	ternational Institute Business Analysis"	My Dashboard	Membership	Certificatio	n Events	: Ge	t Involved
Submitt	ting Your Recertification Application						
Attestat	tions						
AAC Recert	tification Attestations						
Please read	I the following documents and agree to them by clicking on the followin	g check baxes:					
Code of Con Terms and C							
a Lattact t	that the information provided in this application is						
	nat the information provided in this application is diacourate.*						
I agree to herein.*	to abide by the terms and conditions provided						
Certifica	ation Registry						
	sent to having the following information made publicly available on our d used for statistical purposes by IIBA for affiliated chapters and organi		ocated within the C	Certified Registr	ies section of	the IIBA	
	ion achieved						
	elprovince and country						
4. Certificati	ion date						
🗆 I oonsen	nt to the above statement.						
If, after prov	viding consent, you wish to opt out of the registry, please follow these sl	leps:					
1. Navigate 1 2. Log in	to the IIBA website						
3. In the top	ribbon, click on the downward arrow and then on the Profile option ide your profile, Click on the My Profile button, located on the top right-	hand side					
5. Within the	a Profile option, de-click the Cert Directory Consent option 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.

International Institute of Business Analysis™			My Dashboard	Membership	Certification	Events	Get Involved	Renew	Store	٠
CBDA - Certification in Business Data Anal	ytics			Status: Ce	rtified Term Start Da	te: 15/04/2021	Term End Date: 15/0	04/2022 Certif	ncation Date:	15/04/2020
GOALS			Status							
20 Continuing Development Units			Incomplete		G	et started				
Pay Recertification Fee			Incomplete		G	et started				
Submit Recertification Application			Incomplete							
RECERTIFICATION REQUIREMENTS				Met						
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	REQUIRED HOURS		YOUR HOURS	нс	URS NEEDED		
Learning Stream (Minimum 10CDUs required)										
Professional Development:	0	10	0			0	Na	N		
Formal Academic Education:	0	10	0			0	Na	N		
Self Directed Learning:	0	5	0			0	Na	N		
Learning Stream Total	0	Unlimited								
Applying Stream										
Work History:	0	10	0			0	Na	N		
Professional Activities (CDUs):	0	10	0							
Volunteer Service:	0	10	0			0	Na	N		
Applying Stream Total	0	10								
Transfered CDUs:										
Total	0		Less than 20							
Transfer of CDUs per cycle:		5								

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