

CCBA® AND CBAP® RECERTIFICATION PROCESS

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

To recertify for your designation, you must earn a minimum of **60 Continuing Development Units (CDUs) every three years** from your Date of Certification and complete the following goals:

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

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

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



The screenshot shows the IIBA login interface. At the top 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, there are links for 'Forgot your password?' and 'Sign up here'. A note states: 'Your username is in the format of an email. If you have trouble accessing your account, contact info@iiba.org or call 1-866-789-4422'. A 'Cancel' link is at the bottom center.

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

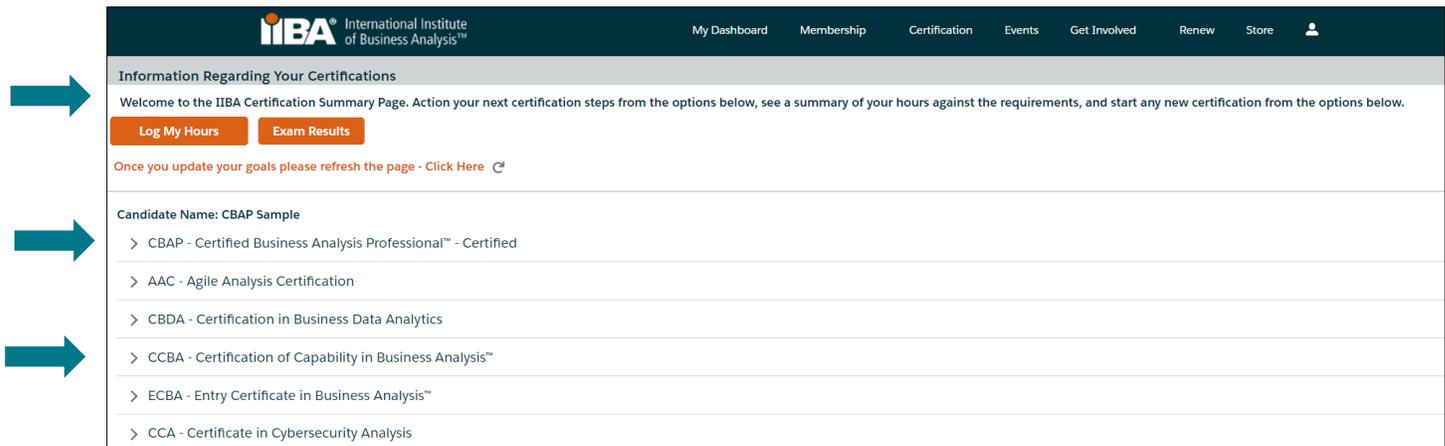


Before you Get Started:

Review the [CCBA® and CBAP® Recertification Handbook here](#) or by selecting [Log My Hours](#) and accessing the Handbook from the right side of the page. The Handbook outlines eligibility and other requirements for recertifying for CCBA® and CBAP®. Throughout this process, you will use the [Certification Summary Page](#) and the [BA Development Log](#) to meet your goals and log your hours.

3. The Certification Summary Page.

Use this page to select your goals and move forward with the process. To begin, select your certification, CBAP® or CCBA® to access your goals.

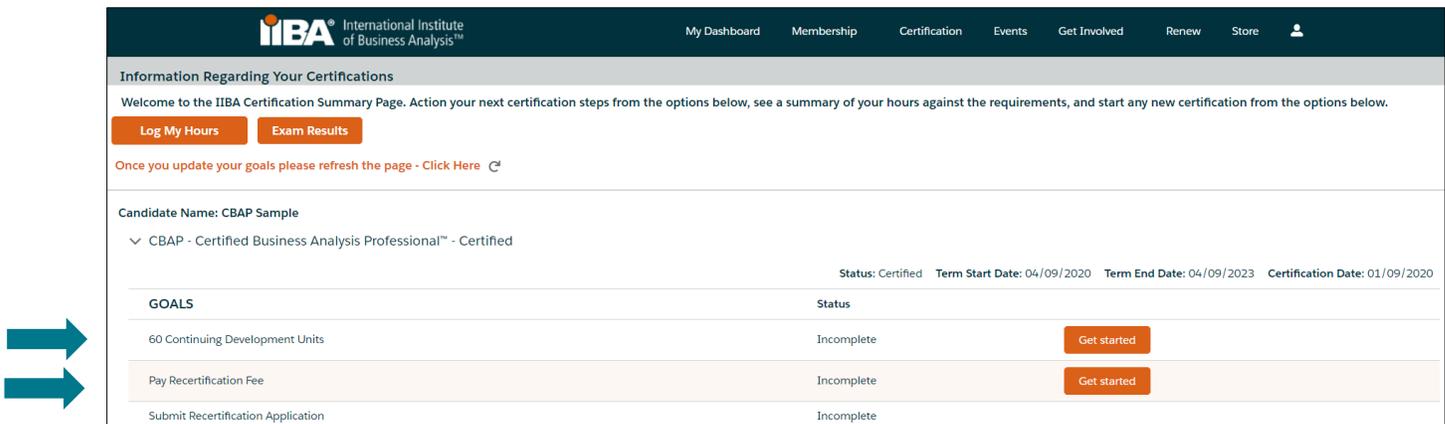


The screenshot shows the IIBA Certification Summary Page. At the top, there is a navigation bar with links for My Dashboard, Membership, Certification, Events, Get Involved, Renew, Store, and a user profile icon. Below the navigation bar, the page title is "Information Regarding Your Certifications". A welcome message states: "Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below, see a summary of your hours against the requirements, and start any new certification from the options below." There are two buttons: "Log My Hours" and "Exam Results". Below this, a message says: "Once you update your goals please refresh the page - Click Here". The main content area shows the candidate name "CBAP Sample" and a list of certifications with expandable arrows:

- > CBAP - Certified Business Analysis Professional™ - Certified
- > AAC - Agile Analysis Certification
- > CBDA - Certification in Business Data Analytics
- > CCBA - Certification of Capability in Business Analysis™
- > ECBA - Entry Certificate in Business Analysis™
- > CCA - Certificate in Cybersecurity Analysis

Select the goal from where you want to start.

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



The screenshot shows the IIBA Certification Summary Page with a table of goals. The candidate name is "CBAP Sample". The table has columns for "GOALS", "Status", and "Get started" buttons. The table data is as follows:

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

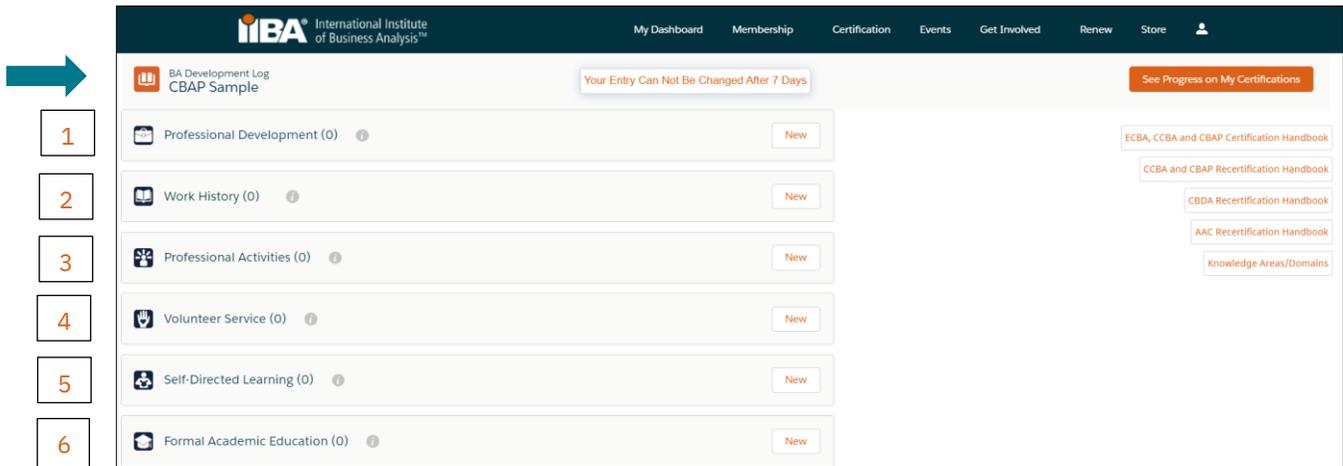
Additional information shown in the screenshot includes: Status: Certified, Term Start Date: 04/09/2020, Term End Date: 04/09/2023, Certification Date: 01/09/2020.

If you are in Suspended Status, refer to item #12 for instructions.

4. The BA Development Log.

Use the log to record your hours into any of the six categories. Your hours will roll up to the [Certification Summary Page](#) where you will see your progress. The system will translate your hours into CDUs. If you record more than the required 60 CDUs in your current three-year cycle, the system will apply up to 20 of your excess CDUs to your next three-year cycle. **Only CDUs earned in the third year will be transferred.**

Your entry cannot be changed after 7 days, we encourage you to make any changes to an entry prior to the 7th day or complete the entry just before you submit your Recertification Application.

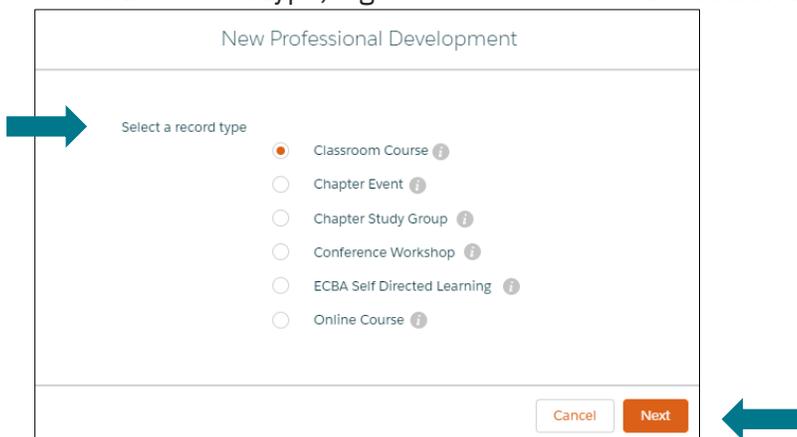


Category 1: PROFESSIONAL DEVELOPMENT (Maximum 30 CDUs per 3 year cycle).

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

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

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



Complete the Information and **Save**.

New Professional Development: Classroom Course

Training completed through IIBA Endorsed and other training providers.

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	Chosen
Business Analysis Planning ...	
Elicitation and Collaboratio...	
Requirements Life Cycle Ma...	
Strategy Analysis - KA4	
Requirements Analysis & De...	
Solution Evaluation - KA6	
Business Analysis Knowledg...	
Agile Mindset - KAB	
Strategy Horizon - KA9	
Initiative Horizon - KA10	

System Information

* BA Development Log

What resources did you use to prepare?

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

Select the KAs for CCBA® or CBAP® that apply to the activity.

- ✓ 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

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

- CDUs Earned
- CDUs Max Allowed
- CDUs Met

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

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

BA Development Log

Certification Summary Page

RECERTIFICATION REQUIREMENTS			Met
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET
Professional Development:	23.5	30	23.5
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	23.5		Less than 60
Transfer of CDUs per cycle:		20	

Category 2: WORK HISTORY (Professional Experience) (Maximum 25 CDUs per 3 year cycle).

Use this category to record your hours of business analysis work experience. 1000 hours of business analysis work experience/history qualifies for 5 CDUs.

Select Work History and **New**.

See Handbook for requirements

Complete the Information and **Save**.

Select KAs that apply to CCBA® / CBAP®:

- ✓ 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

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

Professional Development (2)

Activity Title	Activity Type	Hours	Start Date
BA Techniques	Classroom Course	35.00	20/01/2020
Recertification for CBAP - BA ...	Classroom Course	23.50	21/09/2020

Work History (2)

Organization Name	Total Working Hours	Start Date	CDU Audit
ABC Company	8,300.00	07/01/2019	<input type="checkbox"/>
ABC Inc.	1,000.00	05/10/2020	<input type="checkbox"/>

Handbooks: ECBA, CCBA and CBAP Certification Handbook; CCBA and CBAP Recertification Handbook; CBDA Recertification Handbook; AAC Recertification Handbook; Knowledge Areas/Domains

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

RECERTIFICATION REQUIREMENTS				Met
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	
Professional Development:	23.5	30	23.5	
Formal Academic Education:	0	30	0	
Self-Directed Learning:	0	15	0	
Work History:	5	25	5	
Professional Activities (CDUs):	0	30	0	
Volunteer Service:	0	30	0	
Transferred CDUs:				
Total	28.5		Less than 60	
Transfer of CDUs per cycle:		20		

Category 3: PROFESSIONAL ACTIVITIES (Maximum 30 CDUs per 3 year cycle).

Use this category to record your professional activities hours.

Select Professional Activities and **New**.

Professional Activities (0) New

Work History (0) New

Professional Activities (0) New

Volunteer Service (0) New

Self-Directed Learning (0) New

Formal Academic Education (0) New

Handbooks: ECBA, CCBA and CBAP Certification Handbook; CCBA and CBAP Recertification Handbook; CBDA Recertification Handbook; AAC Recertification Handbook; Knowledge Areas/Domains

See Handbook for requirements

Complete the Information and **Save**.

New Professional Activities

Information

Professional Activities

* Activity Title	* Organization Name
<input type="text"/>	<input type="text"/>
* Professional Activity Type ⓘ	Organization Website
--None--	<input type="text"/>
Description	* BA Development Log
<input type="text"/>	Sample 01 ×
* Start Date	* End Date
<input style="border: 1px solid #ccc; border-radius: 4px 4px 0 0;" type="text"/>	<input style="border: 1px solid #ccc; border-radius: 4px 4px 0 0;" type="text"/>
* Contact First Name	* Contact Last Name
<input type="text"/>	<input type="text"/>
* Contact Email	Contact Phone
<input type="text"/>	<input type="text"/>

Knowledge Domain

* Knowledge Area/Domain

Available	Chosen
<ul style="list-style-type: none"> Business Analysis Planning ... Elicitation and Collaboratio... Requirements Life Cycle Ma... Strategy Analysis - KA4 Requirements Analysis & De... Solution Evaluation - KA6 Business Analysis Knowledg... Agile Mindset - KA8 Strategy Horizon - KA9 Initiative Horizon - KA10 Deliverables - KA11 	

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

Select the KAs for CCBA® or CBAP® that apply to the activity.

- ✓ 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



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

Your Entry Can Not Be Changed After 7 Days

Professional Activities (1) New			
Activity Title	CDUs	Start Date	End Date
Professional Activity	15.00	07/12/2020	20/12/2020 ▼
View All			

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

RECERTIFICATION REQUIREMENTS				Met
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	
Professional Development:	23.5	30	23.5	
Formal Academic Education:	0	30	0	
Self-Directed Learning:	0	15	0	
Work History:	5	25	5	
Professional Activities (CDUs):	15	30	15	✔
Volunteer Service:	0	30	0	
Transferred CDUs:				
Total	43.5		Less than 60	
Transfer of CDUs per cycle:		20		

Category 4: VOLUNTEER SERVICE (Maximum 30 CDUs per 3 year cycle).

Use this category to record your volunteer hours.

Select Volunteer Service and **New**.

International Institute of Business Analysis™

[My Dashboard](#)
[Membership](#)
[Certification](#)
[Events](#)
[Get Involved](#)
[Renew](#)
[Store](#)

BA Development Log
CBAP Sample

Your Entry Can Not Be Changed After 7 Days

See Progress on My Certifications

Professional Development (0) New

ECBA, CCBA and CBAP Certification Handbook

Work History (0) New

CCBA and CBAP Recertification Handbook

Professional Activities (0) New

CBDA Recertification Handbook

Volunteer Service (0) New

AAC Recertification Handbook

Self-Directed Learning (0) New

Knowledge Areas/Domains

Formal Academic Education (0) New

See Handbook for requirements

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 Plannin...	
Elicitation and Collaborat...	
Requirements Life Cycle ...	
Strategy Analysis - KA4	
Requirements Analysis & ...	
Solution Evaluation - KA6	
Business Analysis Knowle...	
Agile Mindset - KA8	
Strategy Horizon - KA9	
Initiative Horizon - KA10	
Delivery Horizon - KA11	

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

Select the KAs for CCBA® or CBAP® that apply to the activity.

- ✓ 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



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

Your Entry Can Not Be Changed After 7 Days

Volunteer Service (1) New			
Activity Title	Organization Name	Hours	Start Date
IIBA Chapter Board Director	IIBA	50.00	04/01/2021
View All			

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

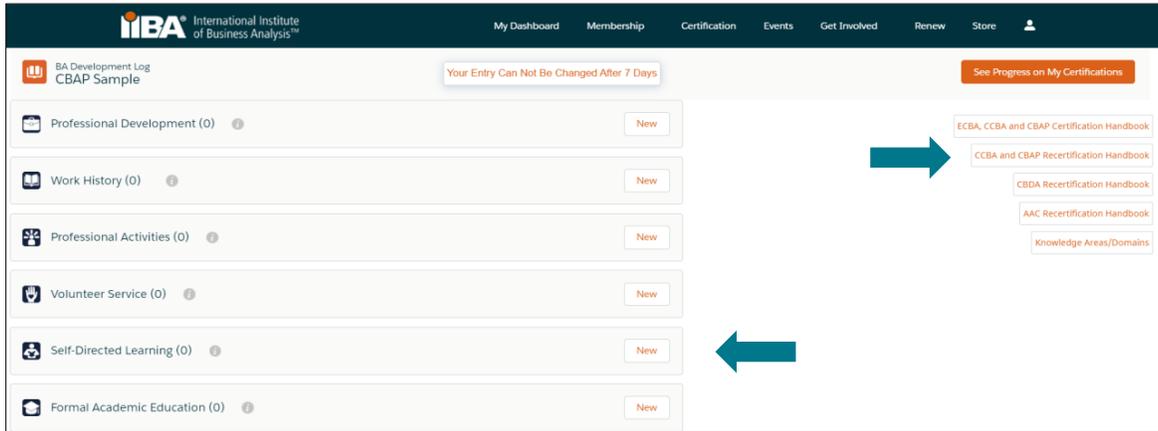
At any time when the CDU maximum allowance is met, a checkmark will appear under the Met column. When 60 CDUs have been recorded, a checkmark appears under the CDUs Met column.

RECERTIFICATION REQUIREMENTS				Met
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	
Professional Development:	23.5	30	23.5	
Formal Academic Education:	0	30	0	
Self-Directed Learning:	0	15	0	
Work History:	5	25	5	
Professional Activities (CDUs):	15	30	15	✓
Volunteer Service:	50	30	30	✓
Transferred CDUs:				
Total	93.5		60	✓
Transfer of CDUs per cycle:		20		

Category 5: SELF-DIRECTED LEARNING (Maximum 15 CDUs per 3 year cycle).

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

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



See Handbook for requirements

Complete the Information and **Save**.

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

Select the KAs for CCBA® or CBAP® that apply to the activity.

- ✓ 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

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

Your Entry Can Not Be Changed After 7 Days

Self-Directed Learning (1) New			
Title	Hours	Start Date	End Date
The Expert BA	22.00	10/01/2022	11/02/2022 ▼
View All			

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

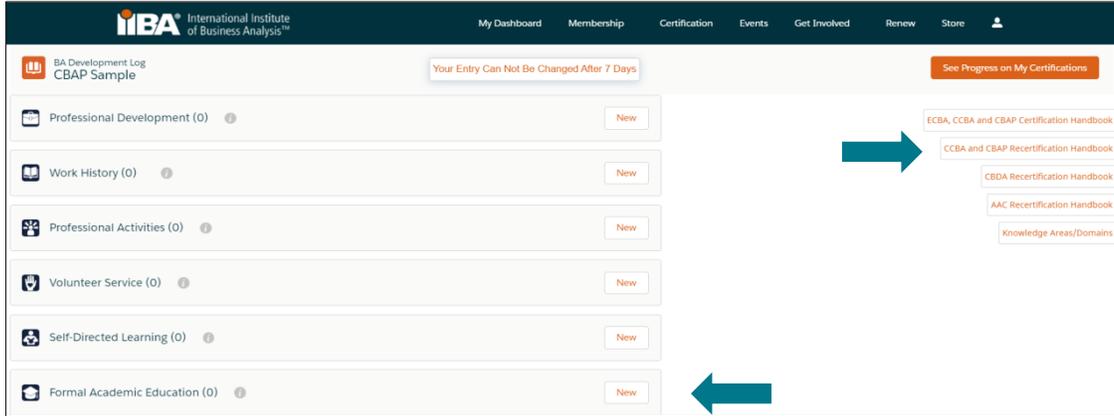
At any time when the CDU maximum allowance is met, a checkmark will appear under the Met column. When 60 CDUs have been recorded, a checkmark appears under the CDUs Met column.

RECERTIFICATION REQUIREMENTS				Met
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	
Professional Development:	23.5	30	23.5	
Formal Academic Education:	0	30	0	
Self-Directed Learning:	22	15	15	✓
Work History:	5	25	5	
Professional Activities (CDUs):	15	30	15	✓
Volunteer Service:	50	30	30	✓
Transferred CDUs:				
Total	115.5		60	✓
Transfer of CDUs per cycle:		20		

Category 6: FORMAL ACADEMIC EDUCATION (Maximum 30 CDUs per 3 year cycle)

Use this category to record formal academic course hours. 3 hours of education is equal to 1 CDU.

Select Formal Academic Education and **New**.



See Handbook for requirements

Complete the Information and **Save**.

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

Select the KAs for CCBA® or CBAP® that apply to the activity.

- ✓ 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

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

Your Entry Can Not Be Changed After 7 Days

Formal Academic Education (1) New			
Course Title	School/Institution	Course Hours	Start Date
Business Analysis and Strategy	York University	45.00	02/01/2023
View All			

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

At any time when the CDU maximum allowance is met, a checkmark will appear under the Met column. When 60 CDUs have been recorded, a checkmark appears under the CDUs Met column.

NOTE: In this example, 15 additional CDUs were earned in the **third year** of the recertification cycle and were automatically carried over to the next three-year cycle.

RECERTIFICATION REQUIREMENTS				Met
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	
Professional Development:	23.5	30	23.5	
Formal Academic Education:	15	30	15	✓
Self-Directed Learning:	22	15	15	✓
Work History:	5	25	5	
Professional Activities (CDUs):	15	30	15	✓
Volunteer Service:	50	30	30	✓
Transferred CDUs:				
Total	130.5		60	✓
Transfer of CDUs per cycle:	15	20		

5. Suspended Status

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

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

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

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

Example:

If the term is January 2, 2017 to January 2, 2020 and the recipient is entering CDUs obtained from April 4, 2020 to April 5, 2020.

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

Start Date: January 1, 2020

End Date: April 5, 2020.

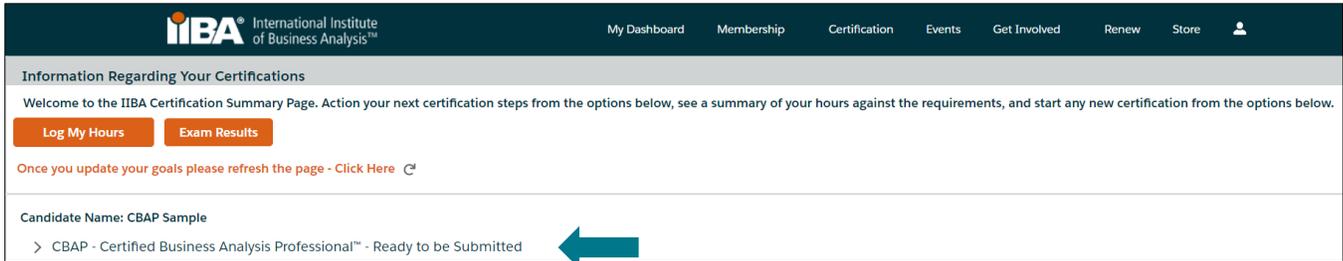
The recertification date of the recipient’s next three-year cycle **remains the same** regardless of whether the recipient went into suspended status (i.e. the suspension period overlaps the first year of the next three-year cycle.) Any CDUs earned during the suspension period and applied to the suspended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

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

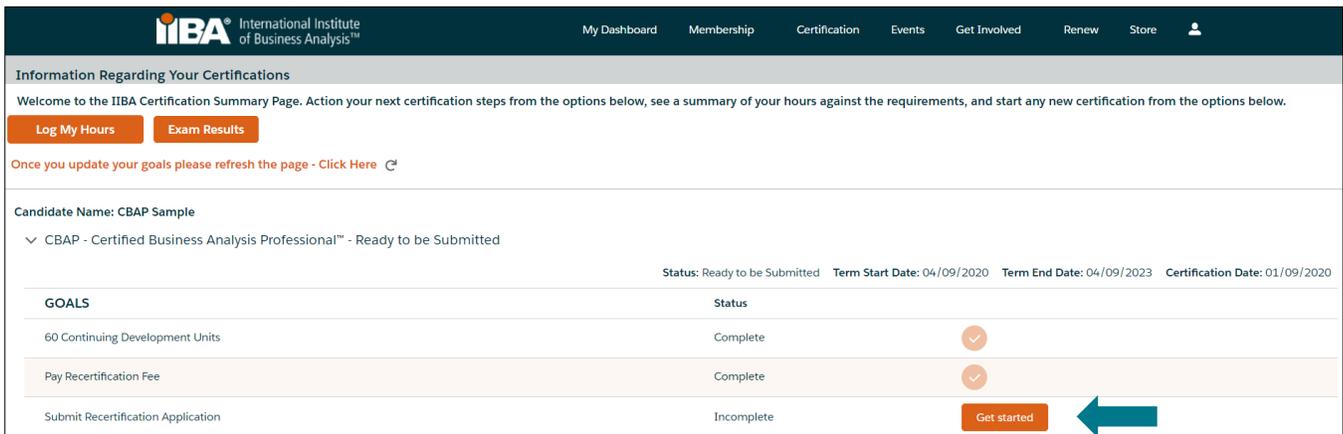
6. Ready to be Submitted

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

BA Development Log.



Certification Summary Page



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

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

- Code of Conduct
- Terms and Conditions

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

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

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

September 2020.